



SAFETY FOOTWEAR REIMBURSEMENT PROGRAM

Intent

All employees working in the warehouse at The Authentic T-Shirt Company®/SanMar Canada (the “Company”) must wear approved Personal Protective Equipment (PPE). The Company is committed to providing a safe workplace for all employees and will provide purchase reimbursement for eligible employees towards **CSA Standard CAN/CSA-Z195-M92, Protective Footwear** in compliance with Occupational Health and Safety requirements, and the Personal Protection Equipment (PPE) Policy.

Reimbursement

Employees are eligible for *up to* \$150.00 CAD footwear reimbursement every two (2) years.

To qualify for reimbursement, the employee must:

- Be permanent status
- Have successfully completed 3 months with the Company
- Have purchased **CSA Standard CAN/CSA-Z195-M92, Protective Footwear**
- Have not purchased safety footwear and been reimbursed by the Company within the last two (2) years
- Provide original copy of receipt
- Work in the warehouse on a regular basis
 - *Manager approval required if an employee does not work in the warehouse on a regular basis*

Procedure

Once an employee of the Company makes their safety footwear purchase, the original receipt must be given to their direct manager for processing. Reimbursement will be provided through payroll by direct deposit to the employee’s bank account.

Termination of Employment

If employment ends, for any reason, within twelve (12) months of the Company’s reimbursement or original receipt date, whichever is earlier, the Company is entitled to deduct 50% of the safety footwear entitlement from the employee’s final pay.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Safety Footwear Reimbursement Program at The Authentic T-Shirt Company®/SanMar Canada. I understand that to qualify for safety footwear reimbursement; I must satisfy all requirements outlined in the Safety Footwear Reimbursement Program. If employment ends within twelve (12) months of my safety footwear reimbursement or original receipt date, whichever is earlier, I authorize The Authentic T-Shirt Company®/SanMar Canada to deduct 50% of the safety footwear entitlement from my final pay.

Employee Name (Please Print)

Date

Employee Signature

Manager Signature