

Procurement Uniforms

PR-3

Effective: 12/08/14
Supersedes: 10/01/12
Affects: All Districts

Policy

This policy applies to all service, delivery and station employees. The Procurement Department designates the supplier for all uniforms. The current supplier is the Tyndale Company. District Managers (DM) must approve all uniform orders.

General Procedure

All service, delivery and station employees shall at all times during working hours, including overtime hours and work performed while on call duty, wear the approved, Company issued uniform consistent with the appropriate season of the year and suitable to the work being performed. Employees are expected to maintain their uniforms in a professional manner and in support of the quality image the Company wishes to project to customers and the public at large.

Seasonal employees (those who return every fall/winter season) are also covered by this policy; however, the replacement cycle is twice the length of time indicated for permanent employees for standard uniforms and the normal cycle for discretionary uniforms. Part time employees are not generally covered by this policy; however, DMs may approve exceptions on a case-by-case basis.

Standard Uniform for Retail Employees

The approved uniform for employees covered under this policy consists of the following elements:

- *Woven Shirts*
- *Knit Shirts*
- *Ladies Slacks*
- *Trousers*
- *Shorts*
- *Coverall*
- *Jacket* - Solid Navy with Reflective
- *Liners* - Vest and Long Sleeve style
- *Sweatshirt*
- *Cap*
- *Rain Jacket* - Yellow with hood

Denim Jeans

Employees are permitted to wear their own denim jeans in place of company-provided trousers. *AmeriGas will not pay for jeans.* All employees choosing to wear jeans must adhere to the following guidelines:

- Jeans must be navy or dark blue in color.
- Jeans must be clean and in good repair (no tears, rips, frayed hems, excessive stains).
- Jeans must be free of logos, insignias, patches, etc.
- Jeans must be worn at the waist; “oversize” jeans not permitted.

Discretionary Garments

For districts located in harsh winter areas, DMs may request company-issued cold weather clothing for each employee.

- *Parka* - Navy Arctic Coat
- *Insulated Coverall* - Navy, Long Sleeve
- *Turtlenecks* - Navy
- *Trooper Cap* - Navy
- *Knit Cap* - Navy
- *Insulated Overall* - Brown or Navy
- *Vest*

Fire Resistant Uniforms

Fire resistant uniforms are designed for arc flash protection and are used when an employee is actively involved or present during cylinder filling operations of multiple cylinders on a cylinder dock or in a filling room. The following garments can be ordered at the DM’s discretion. Refer to Safety Policy 3.7 *Personal Protective Equipment* (Sections 5.8 and 8.0) for further details on fire resistant wear requirements.

- Fire Resistant shirts
- Fire Resistant trousers
- Fire Resistant coveralls
- Fire Resistant outerwear

Safety Boots/Shoes and Traction Cleats

All employees working outdoors must wear composite toe safety shoes or boots. Employees working in ACE facilities or retail locations where the employee is actively involved or present during cylinder filling operations of multiple cylinders while enclosed or partially enclosed on a cylinder dock or filling room are required to wear Electro-Static Discharge (ESD) rated boots or safety shoes. All footwear must be purchased through Safety Solutions (a Grainger subsidiary) in accordance with the current employee safety shoe policy OE-4. Traction cleats can be purchased through our preferred suppliers Grainger or Tyndale. Refer to Safety Policy 3.7 *Personal Protective Equipment* (Sections 5.7, 5.9 and 8.0) for further details on safety footwear requirements.

Uniform Fitting

Employees covered by this program are to utilize the instructions provided on the Tyndale Company website to achieve a correct, comfortable and attractive uniform fit. Appropriate uniform fit contributes to the quality image required to project to the customers and the public at large. Tyndale offers free alterations on garments purchased from Tyndale. Garments sent to Tyndale for alterations must be sent unsoiled and washed.

Uniform Returns

Tyndale accepts returns of unworn, unwashed, and unaltered garments within 60 days of purchase. Garments branded with a non-AmeriGas logo are FINAL SALE, however Tyndale accepts returns of these garments should it be their error.

Replacement Cycle

The quantities, types of garments and frequency of ordering the standard uniform for each employee covered by this policy are outlined below. Any allocation deviation to this policy can be approved by the District Manager on a case-by-case basis.

Standard Uniform

Type of Garment	Quantity	Replacement Cycle for Permanent Employees	Replacement Cycle for Seasonal Employees
Shirts	5	18 to 24 months	4 years
Pants/Shorts	5	18 to 24 months	4 years
Coverall	1	18 to 24 months	4 years
Jacket	1	24 to 36 months	6 years
Liner	1	24 to 36 months	6 years
Cap	2	6 months	1 year
Rain Jacket	0-1	2 years	4 years
Rain Pants	0-1	2 years	4 years

Discretionary Garments

Type of Garment	Quantity	Replacement Cycle for All Employees
Parka	1	4 years
Insulated Coverall	1	4 years
Turtleneck	1	1 year
Vest	1	2 years
Trooper Cap	1	1 year
Knit Cap	1	1 year

Note: Employee has an option to wear woven or knit shirts and whatever combination of pants or shorts he or she wants. The above numbers are the combined totals for shirts and for pants/shorts. A cap is optional however, *if a cap is worn while working, it must be a Company issued cap.*

Disposition of Old Uniforms:

Employees qualify for replacement garments after the indicated periods of time. Prior to placing an order for replacement garments, DMs must collect all original garments (that are being replaced) from the employee. All patches must be destroyed after assuring that all patches have been turned in.

Disposition of Uniform Upon Termination

Should a permanent, full-time employee terminate his/her service, voluntarily or involuntarily, all uniforms are to be turned into the DM.

Seasonal employees are to turn in all uniforms at the completion of each year's seasonal employment. The DM stores the uniforms until the following seasonal employment cycle, at which time the uniforms are reissued to the employee. DMs, at the Company's expense, make all of the preparations required to properly store uniforms (wash, dry clean, etc.).

In cases where part-time and temporary employees are issued uniforms, the uniforms are collected at the conclusion of their employment and properly stored for use when and if the part-time employee returns. After one year of storage, uniforms are destroyed if they have not been reissued.

Ordering and Invoicing

Uniform ordering is to be done through the Tyndale Company website <http://www.tyndaleusa.com>. Detailed instructions on how to place an order can be found on Procurement's portal.

All invoices are submitted directly to Valley Forge Accounts Payable and charged to the receiving district respectively.