

WTG Fuels

OFFICIAL COMPANY ISSUED UNIFORM POLICY

All WTG Fuels employees are required to wear company approved shirts and pants available through Tyndale USA.

Employees may be required to wear FRC Clothing as required by job functions or customer requirements. FRC clothing choices will be available through Tyndale USA.

Employees working in Non-FRC clothing environments will be provided with Non-FRC choices through Tyndale USA.

It will be the employee and immediate supervisor's responsibility to determine the required clothing with regards to job requirements.

Effective January 1, 2015, all eligible WTG Fuels personnel will receive for the first year a website allowance of \$ 750 to purchase company-approved shirts and pants/jeans. Several WTG Fuels are ineligible at this time due to their service agreements with UniFirst. Upon expiration of the UniFirst contract, all other WTG Fuels personnel will become eligible for the \$ 750 first year allowance. For the proceeding years the allowance will drop down to \$ 300 annually.

Company-approved shirts and pants must be ordered through www.tyndaleusa.com. Each employee can elect to spend their \$ 750 allowance at one time or they may order a few items and then go back and order other items up to the \$ 750 allowance at any other time during the first calendar year. If the employee does not spend the \$ 750 allowance during the first calendar year, **the unused balance does not carry over to the next calendar year.**

There will be no laundry service provided to employees. The employee will be responsible for laundering their own clothing and ensuring that all clothing is clean, presentable, and properly maintained (i.e., free from holes, stains, etc.) for both FRC and Non-FRC Clothing. A full-length sleeve must be worn at all times unless approved by immediate supervisor. All company purchased clothing (within six months of purchasing) will be turned into a Supervisor upon the employee leaving the company whether voluntarily or involuntarily. If the uniforms are not returned, then the cost of the uniforms will be deducted from the employees last pay check.

Effective September 1, 2015, all WTG Fuels personnel will receive a biennial allowance for Winter Gear. Winter Gear includes coveralls, bib coveralls, coats, etc. Winter Gear will either be FRC or Non-FRC depending on job specifications. It is the employee and immediate supervisor's responsibility to determine winter clothing requirements. The Winter Gear will also be ordered through www.tyndaleusa.com. Each employee will receive a \$ _____ allowance on odd numbered years and these can only be ordered beginning on September 1st during the odd numbered years. This credit must be used by December 31st of the odd numbered year and if it is not used, the employee will not be eligible for this benefit again until the next odd numbered year.

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WTG's steel-toed work boot allowances will remain unchanged. The employee can purchase the steel-toed boot of their choice and submit an expense report to the Midland Office for a reimbursement of up to \$120.00 per year. Any amount spent on boots in excess of the \$120.00 allowance will not be reimbursed to the employee.

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To access company-approved clothing and Winter Gear:

Go to www.tyndaleusa.com

For Supervisors/Employees—Logon Screen:

At www.TyndaleUSA.com, an employee or supervisor can select "Sign In" to be conducted to their customized online ordering site. The logon screen provides password protected access to the online ordering site for the customized website.

Employees and supervisors enter email address and password for access to the Online Customer Service Center.

- Entering your *User ID (email address)* and *Password* automatically brings you to the newly updated homepage screen – including a sampling of items from the online catalog. Password requirements are as follows to ensure security:
 - Must be over 6 characters and include at least one letter and one number.
 - Password cannot contain "Tyndale" or any part of your email address or first and last name.
- Supervisors have expanded access and are able to order for all designated employees.
- Employees only have access to their profile, catalog, and allowance.

View Employee Navigation Screen:

For employees, TyndaleUSA.com directs you to the following navigation tools upon login, including:

- Purchase from Catalog
 - Select items in your program to order.
- Order History
 - View all open and closed orders placed with Tyndale.
- Your Profile
 - View your current shipping and personal information.
- View Cart
 - View your pending items you have selected from the catalog This site will walk them through the checkout process.

Items take approximately two weeks to arrive to the employee. The items will be shipped to the office/home designated by the website entry. Any new employee should contact Brittany Kuhlmann at bkuhlmann@gascard.net with their name, employee ID and a copy of this sign policy to be given access to the website.

Each employee and supervisor must sign and date this policy which will be kept on file at the Main Office.

I, _____, have read and understand the Company Issued Uniform Policy. I agree to the terms and conditions of this policy by issuing my signature below.

Employee Signature _____
Date *Phone* _____
Location _____
Email

Supervisor Signature _____
Date