



AVESI

PROTECTIVE GEAR REIMBURSEMENT POLICY

February 18, 2021



Purpose

This policy outlines AVESI's reimbursement protocol for Protective Gear typically required for project field assignments. This policy will be incorporated in the next revision of the AVESI, Inc. Employee Handbook.

Scope

AVESI has prepared this Protective Gear reimbursement policy as a guide to all eligible employees. All fulltime and part-time employees assigned to work on a project/contract are eligible to be reimbursed for a portion of the cost for Protective Gear necessary as protection from the elements. Personal Protective Equipment or PPE equipment is worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. PPE mandated by the safety plan/protocols for the position will be provided by the Company and/or client which includes items such as hard hats, safety vests, safety glasses, gloves, boot covers, etc.

All protective gear purchases submitted for reimbursement must meet the applicable OSHA requirements for the item's protection standard. For example, prescription safety glasses must meet the American National Standard Institute (ANSI) standard for eyewear Z87.1-2020. Note that protective footwear is discussed in the Employee Handbook on page 7 (Rev 11, January 2021).

If the client (for the contract the employee is assigned to) provides reimbursement or allowance for Protective Gear and PPE, then the employee must follow the guidelines provided by the client and the employee is not eligible under this policy. Employees whose positions do not require protective gear (such as office personnel) are not eligible under this policy.

Policy

Reimbursement amount and frequency

Employee coverage under this policy will be determined by their required time in the field/lab. When an employee's whose position requires them to be in the field/lab **more than 50%** of their working time, the employee will be eligible for Protective Gear replacement at a greater replacement frequency to accommodate wear and tear.



Reimbursement amounts and frequencies are outlined in the table below:

Protective Gear item	Reimbursed up to	Frequency for more than 50% time in the field	Frequency up to 50% time in the field
Prescription Safety Glasses (ANSI Z87.1)	\$200.00	At hire and/or every third year or by request	One time and/or by request
Construction cold gear bibs, overcoat, misc. gloves, hat, etc.	\$300.00	At hire and/or every third year	One time and /or by request

Reimbursement process

Employees requesting coverage under this policy are required to verify Protective Gear purchase amounts/frequency with their supervisor prior to making their purchase. Supervisors will be able to provide guidance on the specific Protective Gear that meet the OSHA standards and specific contract requirements.

Following supervisor approval, the employee will be required to make the Protective Gear purchase in advance and then submit the receipt along with the ANSI documentation to their supervisor. If the employee does not have the means to make the initial purchase, their supervisor may be able to assist.

Supervisors will approve submitted receipts/documentation and complete the required expense form to submit to the AVESI Business Manager for payroll processing within two weeks of the submitted expense report with receipts.