



## **Safety Boot Policy and Reimbursement Rules**

**Subject:** Safety Boots

**Scope:**

This program applies to all Vulcan Materials Company (“Company”) employees who currently wear safety boots and who work at facilities where safety boots are required.

The Company reserves the sole right to change, modify and interpret the provisions of this program at any time without prior notice.

**Purpose:**

This program establishes requirements and the means of reimbursement of occupational safety footwear (safety boots) at Company facilities.

**Core Provisions:**

Employees who work or regularly conduct business at the Company’s aggregate, asphalt, ready-mix concrete (including drivers), sales yards, building materials, terminals, laboratories, recycle, repair and marine facilities, fill, job-sites and/or other similar operations, may require use of safety boots.

For employees who require safety boots, the Company will provide assistance in meeting this requirement by reimbursing their actual documented expenses for purchase of one pair of safety boots (up to a maximum of \$200.00) per each rolling 12-month period. The employee is responsible for any cost beyond the \$200.00 per each 12-month maximum reimbursement benefit period.

**Eligible Positions/Personnel:**

Employees who are eligible under this Program include: hourly production employees, RMC drivers, plant operations supervisors/managers, area operations managers, area VP/GMs, senior regional VPs, process improvement representatives/managers, engineers, geologists, quality control technicians and supervisors, safety, health and environmental (SHE) representatives, HR supervisors/managers or employees in jobs that are otherwise required to have such protection under company policy or as required by law.

Unique exceptions to the general rule, not otherwise provided above (for example: employees in office and staff support positions such as HR representatives, Corporate Audit personnel, field IT personnel, etc.), whose routine job responsibilities regularly require them to work in production areas where safety boots are required must obtain approval from their supervisor (see form below) in order to be reimbursed under this program.

New employees shall be eligible for reimbursement of their safety boots starting day one of employment.

**Footwear Requirements:**

Safety footwear (boots) must meet the following requirements:

- Safety boots must conform to ASTM F2413 (formerly known as ANSI Z41).
- Footwear must have steel toes or equivalent non-metallic toe protection (required for electricians)
- Must be at least a 6-inch-high boot to provide structured ankle support and protection
- Must be lace-up and have a defined heel
- Safety boots must be constructed of leather and have sturdy, non-slip soles with heel
- Boots with metatarsal protection are approved, but are not mandatory

The following types of footwear are not acceptable: Slip-on's, Safety-toed loafers or executive style shoes, tennis shoes or similar canvas shoes or boots.

**Procedures:**

Employees required to wear safety footwear can obtain their footwear at any location of their choice. The time used to obtain safety footwear will be personal and not Company time.

After safety footwear has been obtained, employees must receive supervisor approval to ensure the footwear meets the standards established under this program. Once approval is received, the reimbursement process can proceed. The reimbursement process is as follows: The employee submits proper receipt for the purchase to his/her supervisor for review/approval. The supervisor shall confirm that the safety boots purchased meet the requirements of the program. The Plant Office Administrator (or other appropriate Administrative Support Personnel) shall maintain a routine record and monitor eligibility for benefits due under this policy. He/she will confirm the employee's eligibility in accordance with the provisions of this program and provides appropriate documented notice to the Payroll Shared Services Department of the need to reimburse the amount of the employee's expenditure (not to exceed \$200.00 in any 12-month period) toward the purchase of one pair of safety boots in any 12-month period.

- The Payroll Shared Services Department will include such reimbursement in the employee's regular pay. Such reimbursement is not subject to taxes.
- The Safety & Health Department shall conduct periodic audits of the safety boot eligibility and benefit records for each facility to ensure conformance to all provisions of this program.

**Responsibility:**

It is the responsibility of all supervisors and managers to ensure adherence to the provisions and limitations of this program. Questions regarding the interpretation, application, or exceptions to this program document shall be directed to the Human Resources Department.



## Safety Boot Reimbursement Request Form

Date Completing Form:

Employee Name (Print):

Employee ID:

Job Title (Print):

Division:

VP/GM Area:

Date of Hire:

Facility:

Total Purchase Price: **Total Reimbursement Amount:**

**Maximum Limit** is \$200.00 per rolling 12-month period

Date Boots Purchased:

Management Verification: Meets Boot Policy Requirements (Check box)

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

For Non-Exempt and Hourly employees, enter amount in Kronos using the Pay Code "**Safety Boot**" (translates to PeopleSoft Code ZRS). Enter reimbursement amount.

For Exempt employees, submit this fully completed form to Payroll Shared Services at the appropriate e-mail address below:

Bham Payroll Corp

*\*By signing this request form, you acknowledge the safety boots purchased meet the requirements as outlined in the current Safety Boot Program and Reimbursement Rules Policy.*

Originals and receipts will be maintained at the approval location.

**Accounting Information** for both Kronos and PeopleSoft:

xxxx.xxx.xxx.50641.xxx Default account is 50641

If LOB <600, cost center should be 492.

If LOB >599, cost center should be the home cost center.