

UNIFORM POLICY

OBJECTIVE

To ensure EverGRO Cooperative's customer-facing employees, who are engaged in service and delivery functions are clearly representing the company, EverGRO Cooperative has established the following uniform policy.

POLICY

Employees engaged in tasks involving customers and alliance partners are required to always wear company-designated uniforms while working and representing EverGRO Cooperative.

If you are enrolled in EverGRO Cooperative's Purchase Program, Rental Program, or Lease Program, you are agreeing to the following terms and conditions of EverGRO Cooperative's Uniform Program.

Upon hire, employees will receive their allotted allowance or uniforms depending on their position within the company. Employees are required to sign for the Rental and Lease Program uniforms, and the uniforms are considered company property and are to be returned in the event of termination of employment or anytime on demand. If all issued uniform garments are not returned, EverGRO Cooperative will deduct the cost of the uniforms from the employee's final paycheck (except where such deductions are prohibited by law).

Upon issue, company uniforms' basic care become the responsibility of the employee. In the event a uniform needs repair or replacement, employees are required to return the uniform in exchange for a replacement. While wear and tears are expected, excessive damage or loss of company uniforms may result in deduction of said employees' following paycheck.

UNIFORM AND APPEARANCE/DRESS CODE

Rental – Lease Programs

Drivers, Service Technicians, Applicators, Operations Managers and Warehouse personnel, can be enrolled in the rental or lease program upon hire. In these programs, employees will be issued uniform pants through CINTAS (rental = 11, lease = 6), uniform shirts from EverGRO and one Jacket from EverGRO. As a safety precaution, these employees will receive High-Visibility short-sleeved shirts to be worn as part of their position. **In addition, High-Visibility vests must be worn over jackets while working in areas with pedestrians and while performing safety sensitive responsibilities.**

Energy Drivers or Agronomy employee will have the option to participate in the rental program, which allows them to turn-in their pants to CINTAS to be laundered and returned to them. Unless otherwise approved by the Division Director, all other drivers, service technicians, applicators and warehouse employees will be provided with khakis pants through CINTAS's Lease Program, which will require the employees to launder the khaki pants issued to them.

Jackets are directly purchased by EverGRO Cooperative. Employees are responsible for cleaning their jackets and notifying the responsible EverGRO staff member when they need to have their jacket replaced due to damage/wear-and-tear.

Shirts are to be either tucked in or sized in a manner that the bottom of the shirt lays across the employees' hips when untucked. EverGRO branded jacket may be worn over the shirt when employee is outside. Employees may wear black, white, or grey undergarments under their uniform shirts.

Non-CINTAS Uniform Program

Farm Store Showroom personnel will have to provide their own pants and a designated number of company logo t-shirts will be issued from EverGRO. Pants must be khaki-colored, be ankle-length (see below) and maintain a professional appearance (free of tears, stains, etc.).

Farms Store Showroom employees are responsible for cleaning their uniform garments. Employees are responsible for turning their shirts into their supervisor when they need to be replaced due to damage/wear-and-tear.

Shirts are to be either tucked in or sized in a manner that the bottom of the shirt lays across the employees' hips when untucked (see below). Employees may wear black, white, or grey undergarments under their uniform.

ACCEPTABLE STYLES OF KHAKIS



ACCEPTABLE WAYS TO WEAR YOUR SHIRT



Direct Purchase

Corporate and other office personnel are automatically enrolled in the direct purchase program upon hire. In this program, employees are provided with a voucher for a designated amount to purchase their clothes directly on the Lands' End Business EverGRO Storefront.

EverGRO Farm Store Managers will be issued company logo polo shirts to be worn and will follow the same standards of khaki pants per Retail/Showroom guidelines.

Other garments purchased by employees should be business-casual and appropriate for the corporate office setting.

Footwear

Drivers, Service Technicians, Applicators and Operations Managers, are required to wear safety-toe boots or shoes. These can be steel-toed or composite-toed. EverGRO Cooperative will purchase one pair of boots per year per employee, up to \$150. Boots available for purchase can be found at www.georgiaboots.com. Managers are responsible for placing boot orders for employees with Tammy Harper at tammy.harper@evergrofs.com OR can be purchased at one of EverGRO's Farm Stores, which will then be expensed to the cooperative.

COMPLIANCE

If a manager considers an employee to be in breach of the Staff Uniform and Appearance/Dress Codem then he/she will discuss this with the individual concerned and may, if necessary, require the individual to return in their own time to make appropriate adjustments.

Repeated breaches of the Code will be viewed as misconduct and will be addressed in accordance with the Company's Disciplinary Policy.

Employee Name (Printed)

Employee Signature

Date

EMPLOYEE UNIFORM AGREEMENT

Employee Name: _____

Job Title: _____

Supervisor: _____

Location: _____

Date Uniforms Issued: _____

Email: _____

My signature below verifies that I have received the following uniform garments from either EverGRO or CINTAS and understand that these uniforms were issued and provided by EverGRO Cooperative as a benefit within my position.

_____ Short-Sleeve Shirts

- **Full-Time Employees = 6; Part-Time Employees (25+hrs avg./wk = 4, 18-24hrs avg/wk = 3, 10-17hrs avg/wk = 2, less than 10hrs avg/wk = 1)**

_____ Pants

_____ Jackets

I understand that my employer has made this service available to me, and, upon leaving employment, agree to return all garments. I understand that it is my responsibility to return all garments to EverGRO by my last day of employment, or within a reasonable time frame agreed upon with management following my last day of employment.

I understand that any garments not returned, I will be held responsible for paying the fees, outlined in this agreement, These fees can and will be deducted from my final paycheck, unless another form of payment has been agreed upon between myself and EverGRO. Claims of missing garments not previously brought to CINTAS' attention, will not be honored.

UNRETURNED GARMENT FEES

935, Cintas Comfort-Flex Shirt	\$	each
383, Carhartt Pants	\$	each
Lands End Utility Work Jacket	\$	each

THESE PRICES ARE SUBJECT TO CHANGE

Employee Signature

Date

Manager Signature

Date

THIS COPY REMAINS WITH EMPLOYEE – Provide a copy to the employee.