

5-2 Tool and Clothing Allowance Policy

On January 1st of each year there will be an allocated amount, decided by the CEO, to be added to an employee's Tool and Clothing Allowance. Each employee will be allocated two balances. One balance will be utilized for tools and one balance will be utilized for clothing/uniforms. Balances can be carried over from one year to the next. Anything from the tool and clothing catalog is pre-approved and can be used as part of this allowance. Any item that is not in the catalog must be approved for purchase prior by the HR Manager. If you are no longer with the company prior to your 1-year anniversary you are responsible for returning the items or reimbursing the amount of funds used. If an employee chooses to keep the items, the value of the items will be deducted from the employees final check. Any clothing or boots that are purchased are not eligible for return or refund no matter the length of employment. The Operation's Manager is responsible for fulfilling these orders. If you would like to use your allowance, complete the Tool and Clothing Allowance form from the employee website and submit. MGI will then order and get the needed items for the employee.