



Personal Equipment Allowance Program

Purpose: To allow current teammates to acquire personal equipment for use while at work for CMS Landscape.

Policy:

Teammates will be reimbursed up to \$100 per calendar year for the purchase of personal equipment that will be used for their work at CMS Landscape. This includes items such as boots, safety eyewear, specialty gloves (standard gloves are supplied for the job). Any other unique items should be pre-approved before purchasing (for example, safety sunglasses, hats, etc)

- Teammates are eligible only after 30 days of employment.
- Teammates will purchase items and submit receipts for reimbursement on the following paycheck.
- Any teammate who terminates employment for any reason within 90 days of reimbursement will have those funds recouped from their last paycheck.

Policy Review:

This policy is always in place at the sole discretion of management and may be modified or terminated at any time, with appropriate notice to employees.

*Policy Effective Date(s):
2/1/2023

*Policy Review Dates
7/1/2025