

OPS-SP-0010

PPE Reimbursement Policy

Revision History				
Rev	Date	Document Owner	Approved By	Issue Purpose
0	09/12/2022	R. Courtney	JC	Create new policy
1	06/05/2026	R. Strahan	RS, NR, RG	Separate policy by topic
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1 Purpose

Ampirical provides a range of personal protective equipment (PPE) to safeguard employees from workplace hazards. This policy outlines Ampirical's general guidelines on PPE, including the requirements for obtaining company-provided safety equipment and the process for reimbursement of safety-related items.

2 Scope

The Safety Department will assess potential hazards that may necessitate the use of PPE, such as protective footwear, flame-resistant gear, prescription safety glasses, or other protective items, and will determine the appropriate types of PPE to mitigate these risks.

Required safety items, such as hats and vests, will be supplied to eligible employees. Employees should contact the Safety Team promptly when safety equipment is needed to ensure there is adequate time to provide these and any additional necessary items.

Employees must receive approval from the HSE Systems Coordinator and their supervisor via email prior to the purchase of any safety related items and must attach the approval email to their receipt when completing their expense report to be considered for reimbursement. Approval must be granted based on need and regulatory/client/ internal requirements.

3 Responsibility

3.1 Supervisor

- The Supervisor must approve the employee's PPE request prior to filing the form.

3.2 Employee

- The employee will be responsible for the difference between the cost of the protective equipment items and the amount of company reimbursement.
- The employees will be responsible for the reasonable care and maintenance of their protective items.
- The employee will be responsible for wearing the required protective items during required working hours.
- All employees requesting PPE must complete the PPE Request/Reimbursement Form for review and approval by the HSE Coordinator. Submissions must be completed prior to or immediately following purchase to ensure proper tracking and reimbursement eligibility.

4 Protective Footwear

- Employees are required to wear protective footwear when working in areas where there is a risk of foot injuries from falling or rolling objects, sharp objects that could penetrate the sole, or exposure to electrical hazards.
- Work boots must have a defined heel, meet ASTM F2413 (steel or composite safety toe), and have an EH rating for electrical hazards.
- The Safety Department will determine the specific type of protective footwear needed for each area or job type, such as safety-toe shoes, metal-free shoes, dielectric boots, or metatarsal guards, based on the hazards present.

- Employees must receive approval from the HSE Coordinator to purchase protective footwear for site visits or work in designated areas must purchase the boots themselves and are eligible for reimbursement of up to \$200 per pre-approved pair, with any cost above the approved amount is the employee's responsibility.

5 Footwear Reimbursement Requirements

- Employees who work daily in areas requiring these boots are eligible for reimbursement once every twelve (12) months. Those needing boots on a part-time or occasional basis may be reimbursed once every twenty-four (24) months. Fill out the PPE Request/Reimbursement Form for the HSE Coordinator to review and approve the request. Employees should submit an expense report with receipts and the approval email attached within thirty (30) days of purchase.
- Exceptions to these limits will be considered on a case-by-case basis. Any specialty boots, such as dielectric boots, must receive prior approval from the Safety Team. Contact the Safety Department (safety@ampirical.com) for any questions regarding PPE reimbursement.

6 Fire Resistant (FR) Clothing

6.1 Ordering

- Fill out the PPE Request/Reimbursement Form for the HSE Coordinator to review and approve the FR PPE order request.

6.2 Shirts

- Employees requiring FR shirts must contact safety@ampirical.com to request company ordered FR shirts. It is important to allow enough time for the order to be approved, processed and delivered before the protective clothing is needed.

6.3 Pants

- Employees needing FR pants (denim or cloth) for their position must first obtain approval from their manager to purchase pants that comply with safety standards. Upon approval, the employee will purchase the pants and be reimbursed for up to \$90 per pair of approved pants. Any employee who chooses to purchase over the approved amount will be responsible for the difference.
- For employees working full-time in an area where FR clothing is required, reimbursement is available for up to five (5) pairs of pants once every twelve (12) months. Employees who require FR clothing on a part-time or occasional basis may be reimbursed for up to five (5) pairs of pants every twenty-four (24) months. Once approved by the HSE Systems Coordinator, employees should submit an expense report with receipts and the approval email attached within thirty (30) days of purchase.

6.4 Outerwear

- For employees working full-time in an area where FR outerwear is required, reimbursement is available for one (1) item that is \$150.00 or less. Once every twelve (12) months for the employee working full time and for occasional field work once every (24) months. Once approved by the HSE Systems Coordinator, employees should submit an expense report with receipts and the approval email attached within thirty (30) days of purchase.
- Any requests for company-issued outerwear, such as FR jackets, rain gear, and coveralls, shall be approved and ordered by the HSE Systems Coordinator.
- Any exceptions to these limits will be considered on a case-by-case basis. Specialty pants, such as those made of Nomex or Kevlar, require prior approval from the safety team. Any clothing required by the customer must be approved by the Safety Department before purchase. FR clothing must meet CAT 2 standards which is a minimum 8.0 Cal/cm².

6.5 Prescription Protective Eyewear

- If approved, the employee will purchase the eyewear and be reimbursed for up to \$240 every twenty-four (24) months. Once approved, employees must submit an expense report with the appropriate receipts within thirty (30) days of purchase. Any future eyewear needs will be reviewed individually.
- Applicable prescription eyewear must meet ANSI Z87-2+ prescription safety eyewear standard.