



Safety Boot Program

File Name	HR- Boot Voucher Program	Effective Date	9/5/18
Program Name	Safety Boot Program	Revised Date	

Objective

To define safe personal footwear for employees working within the factory or surrounding areas to minimize potential for workplace accidents caused by inadequate personal protective footwear.

Eligibility

All employees including, but not limited to, agricultural repair crews, year round and campaign employees will be required to wear approved safety toed shoes.

Newly hired employees will receive one safety shoe voucher on the first day of orientation.

Employees exempt from wearing safety toed shoes include: Office employees who perform their job in an office environment and, based on the requirements of their job, spend less than 80% of their time working in the factory or sugar warehouse. All other employees are required to wear safety toed shoes.

Employees who terminate employment within 90 days from the date the voucher is given, and upon it being used, will reimburse the company for the cost of the safety shoes.

Procedures

All Employees required to wear safety shoes will be able to purchase (1) one pair of ANSI Z41 PT99, ASTM F2413-05 or newer approved safety shoes with a company supplied shoe voucher up to a total cost of \$100 per year. Employees may choose to purchase a higher-grade approved shoe, but will assume all costs above approved dollar amount. Employees who elect to purchase an approved safety shoe less than the approved amount will not receive the difference in pay. This voucher can only be used at company approved vendors, or the onsite boot truck. Payroll deduction for any amount above the \$100 voucher is available for the onsite boot truck only.

Safety toed shoes are to be purchased through the use of safety shoe vouchers, obtained from on the day of orientation or during the annual safety event held around campaign start up. Employees will present the voucher with current/valid company identification card to the safety shoe vendor for purchase of the approved



safety toed shoes. Approved safety shoe vendors are listed on the safety shoe voucher. All safety shoe vouchers will have an expiration date and must be used by that date, no extensions will apply.

Safety toed shoes need to be in good repair and good condition. **Lost and/or stolen vouchers will not be replaced.** Cost of travel to purchase safety shoes is not reimbursed.

Boot Voucher Acceptance

I certify that the boot voucher(s) I receive is to be used for the purchase of safety footwear required for my work at Minn-Dak and will be used primarily at Minn-Dak. I agree to pay back the full boot voucher amount via payroll deduction if I terminate employment within 90 days from the date the voucher is given to me, and upon it being used.

Signature: _____ Payroll ID: _____ Date: _____