

1.0 Overview

In 2023, we transitioned our apparel program to an online store with distribution capability, the [Poettker Team Store](#).

Employees can choose from a large array of apparel, including not only hi-vis safety shirts and hoodies required on the job, but also jackets, pullovers, vests, t-shirts, hoodies, and sweaters that may be worn to the office or while out and about.

This store will be accessible to employees 24/7. Apparel typically takes 4-6 weeks.



2.0 Allocations

2.1 Existing, Eligible Full-Time Employees (with over 1 year of full-time employment)

Each employee should have received a Poettker Reward Card for them to use to purchase apparel from the online store. The company will add to the reward card 1x annually, during the month of the employee’s service anniversary. Employees will be allowed to purchase apparel in excess of the allowance at their own expense.

Annual Reward	Allocation Timeframe
<i>*Amount determined by company profitability.</i>	<i>During the month of the employee’s service anniversary.</i>

2.2 Existing, Eligible Part-Time Employees & Interns (with over 1 year of full-time employment)

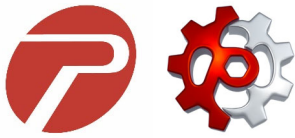
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Annual Reward	Annual Reward
<i>*Amount determined by company profitability. Percentage of full-time allocation based on amount of hours worked annually</i>	<i>During the month of the employee’s service anniversary.</i>

2.3 New Full-Time Employees

New full-time employees will be given a few shirts during their first week of employment. At 6 months of employment, the employee will be given a reward card with an allowance to purchase additional apparel. Upon their annual review, the new employee will move to the “All Full-Time Employees” allocation under 2.1.

1st Week of Employment	6 Month Review	1 Year Service Anniversary
Employee to submit the New Employee Online Apparel Survey	<i>*Amount determined by company profitability.</i>	Move into the Full-Time Employee Allocation under 2.1



New 2.4 Trades Personnel

New trades personnel will be given shirts during their 1st month of employment. At 6 months of employment, the employee will be given a reward card with an allowance to purchase additional apparel. Upon their annual review, the new employee will move to the “Full-Time Employees” allocation under 2.1.

After 1st Month of Employment	6 Month Review	1 Year Service Anniversary
The employee will be provided with a Poettker Team Store Card <i>*Amount determined by company profitability.</i>	<i>*Amount determined by company profitability.</i>	Move into the Full-Time Employee Allocation under 2.1

2.5 New / Returning Interns & Part-Time Support

During their first week of employment, each intern or part-time support employee will receive a few shirts.

2.6 Interns and support personnel would transition to the next tier based on:

- **Full-Time Employment** – Move to the Existing, Eligible Full-Time Employees allocation
- **Work Throughout the Year** – Move to Existing, Eligible Part-Time Employees allocation
- **Returning Only During Summers** – Repeat allotment upon return

3.0 Shipping Costs

As of January 1, 2024, the standard shipping rate is \$10.00.

To accommodate the various locations of our employees, we will be offering the following shipping options.

- **Sent to a Poettker Office for Distribution** – This service is complimentary to the employee.
- **Direct Ship to Home** – The employee will be responsible for covering the standard shipping rate.

4.0 Milestone Rewards

In recognition of employees’ birthdays or milestone anniversaries, beginning in 2024, eligible employees will receive an additional reward bonus. Each employee will receive an electronic notification when the reward has been added to his/her card.

5.0 Promotions & New Arrivals Schedule

We will be running promotions and adding new items throughout the year. See the [Poettker Team Store](#) site for information on current and upcoming promotions.