



# BRC GENERAL NOTICE

## #2024 – 001

Effective 0001, April 15<sup>th</sup>, 2024.

**To: ALL Employees**

**Subject: Safety Boot Voucher Policy**

In collaboration with Redwing Boot Company, the Belt Railway facilitates a program to provide field employees with an annual voucher, valued at up to \$400, for the purchase of safety footwear. Two options are available for the redemption of the voucher, allowing qualifying employees to select from the following choices:

**Option One:** One pair of boots covered at 100%, up to a maximum of \$400.

**Option Two:** Two pairs of boots covered at 50%, totaling up to \$400.

Employees opting for boots exceeding the \$400 limit are responsible for covering the additional cost. The eligibility for the Redwing Boot Program is contingent upon the department to which an employee is assigned. Employees that choose to purchase boots outside of this program will be responsible for 100% of the cost and will not be reimbursed. Boots purchased outside of this program are still required to meet the footwear requirement standards that are outlined below.

### **Qualifying Departments for Redwing Boot Program**

**Annual Qualifying Employees:** Field employees who are in active status and available to work, who spend over 50% of their workday in the field, including Engineers, Conductors, Mechanical, Engineering, B&B, Communications, and Police.

**Non-Qualifying Employees:** Employees that do not meet the criteria for the boot program as stated above but required safety footwear intermittently must contact their department head for approval for a boot voucher. Once approval has been received, a one-time boot voucher will be issued.

### **Requesting a Boot Voucher**

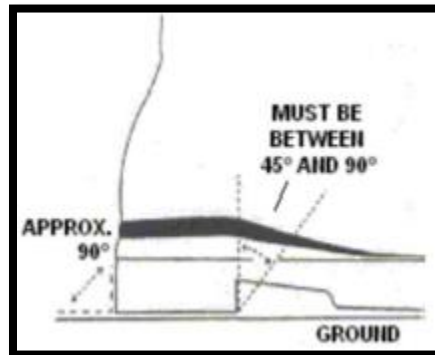
**Current Employees:** To avail of the boot program, employees must request a voucher by completing the form on the Redwing Boot Voucher link accessible on all company computers. Once approved, the employee will receive a voucher via text message, email, or printed copy, which can be utilized at any Redwing Boot location within 30 days of acceptance. The voucher is exclusive to boot purchases, and accessories such as sole inserts, socks, and other items are not covered by this program. Employees have the option to decline participation and procure boots elsewhere, but without reimbursement for the associated costs.

**New Hire Employees:** Eligible on the first day of employment, new hires automatically receive a Redwing boot voucher during their initial day. It is imperative for new hires to utilize the voucher or acquire suitable footwear before commencing field training. In the event of a new hire leaving the company within one year of employment, reimbursement for the cost of purchased boots will be required.

## **Footwear Requirements**

All boots must adhere to specific requirements outlined in the safety rule book SAF 11.7 to be deemed suitable for use at the Belt Railway. These requirements encompass:

- **Traction:** Footwear must possess soles offering sufficient traction and thickness to resist punctures.
- **Defined Heel:** The back of the heel should form an approximate right angle from the sole and ground when standing, with the front of the heel not exceeding an angle of 45 degrees from the sole to the ground. Footwear with "riding heels" does not meet this criterion.



- **Safety Toe:** Safety toe material, whether composite or steel, must conform to OSHA rating ANSI Z41.1 Standard Class #75.
- **Covers Ankle:** Footwear covering the ankle must be a lace-up boot measuring approximately 6 inches or more in height, a mandatory requirement for field employees.

**Terry Hartwig**  
**Superintendent of Safety**

### **BRC General Notices in Effect:**

<b>Year of Issuance</b>	<b>Numbers</b>
<b>2024</b>	<b>001</b>
<b>2023</b>	<b>001, 002</b>