



Company Store Policy

Effective March 16, 2026

All branded apparel and promotional items must be ordered through the official company store.

Eligibility and annual apparel allowances align with the Employee Personal Appearance Policy outlined in the Employee Handbook. Please review that policy prior to placing any allowance orders.

Purpose of the Policy

Maintaining professional, on-brand attire is essential to how we represent our company. Every interaction—whether with clients, partners, or members of the community—reinforces who we are and what we stand for. Consistent, high-quality presentation strengthens credibility, builds trust, and supports a unified brand experience across all touchpoints.

To support employees in presenting themselves confidently and in alignment with brand standards, the company store provides easy access to approved apparel and branded items. This policy outlines annual allowances and guidelines for ordering through the store.

General Policy Information

- **Employee Voucher Credit:** Employee voucher credits will be received by email from cs@geiger.com containing a store credit code aligned to your role and the policies noted above. We ask that you use this credit to purchase apparel appropriate for your role and supportive of the consistent, professional brand presence we are building together.
- **Personal credit cards** are accepted for personal use. Business Purchases placed on personal credit cards that will be charged back to the business **require manager approval.**
- **Manager Approval** Promo Items, client gifts, or other business-related needs may charge to business credit cards **ONLY with manager approval**

Eligibility & Allowances

Eligibility and allowance amounts follow the Employee Personal Appearance Policy. Please reference that policy before placing an order.

Employment Group	Personal Appearance Policy	Annual Credit Amount	Example Purchase Combination
Field Employees - Employees who work on the Job Site	Must be in branded apparel. <ul style="list-style-type: none"> Branded shirt (collared or button-down shirt), Branded Outerwear, and Branded PPE is required. 	\$300.00	Vest: \$56.50 (2) Button-down shirts: \$53.25/each (3) Polo shirts: \$32.25/each Total: \$260 + Shipping & Taxes
Field Employees - Manufacturing / Field Installation / Technical Services	Must be in branded apparel. <ul style="list-style-type: none"> Branded shirt (collared or button-down shirt), Branded Outerwear, and Branded PPE is required. 	\$300.00	Vest: \$56.50 (2) Button-down shirts: \$53.25/each (3) Polo shirts: \$32.25/each Total: \$260 + Shipping & Taxes
Internal Operations - Executive Team Members, General Managers & Business Development	Professional Business Attire.	\$300.00	Vest: \$56.50 (2) Button-down shirts: \$53.25/each (3) Polo shirts: \$32.25/each Total: \$260 + Shipping & Taxes
Internal Operations - Employees who work in the Laboratories	Professional and appropriate business attire. <ul style="list-style-type: none"> Lab coat required when performing laboratory work. 	\$150.00	Vest: \$56.50 (1) Button-down shirt: \$53.25 (1) Longsleeve T-shirt: \$20.25 Total: \$130 + Shipping & Taxes
Internal Operations - Employees who are visiting the Job Site	Professional business attire. <ul style="list-style-type: none"> Collared or button-down shirt, (can be branded or not), Branded Outerwear and Branded PPE is required. 	\$150.00	Vest: \$56.50 (1) Button-down shirt: \$53.25 (1) Longsleeve T-shirt: \$20.25 Total: \$130 + Shipping & Taxes
Internal Operations - Employees in the Office Environment	Professional and appropriate business attire.	\$150.00	Vest: \$56.50 (1) Button-down shirt: \$53.25 (1) Longsleeve T-shirt: \$20.25 Total: \$130 + Shipping & Taxes

Allowance Details & Usage Guidelines

1. Annual Reset

- \$300 - Field Allowances ONLY reset on **MARCH 1st** each year.
- Unused funds **do not** roll over.

2. Approved Purchases

- Allowance funds may be used toward any items available in the official company apparel store, including but not limited to:
 - Shirts, jackets, vests
 - Safety apparel (e.g., high-visibility gear)
 - Hats, accessories, and other branded items

3. Non-Transferability

- Allowances are issued to individual employees and may not be transferred, pooled, or gifted.

4. Employment Status Change

- New hires may receive a **prorated** allowance based on start date.
- Departing employees forfeit any remaining allowance upon separation.

5. Ordering & Delivery

- All orders must be placed through the company's designated apparel store.
- Shipping options, delivery timelines, and pickup instructions are provided within the store platform.

6. Lost or Damaged Items

- Replacement of items lost or damaged outside of normal wear and tear is the responsibility of the employee.

Exceptions & Special Circumstances

Any need for additional apparel—such as for special events, rebranding efforts, or safety-related requirements—must be approved by:

- The employee's manager **and**
- The Marketing & Brand Strategy team

Questions

For questions regarding allowances, ordering, or apparel guidelines, please contact: **Marketing & Brand Strategy** or **Human Resources**.