

COMPANY BRANDED APPAREL POLICY

A-MAX Auto Insurance requires the purchase of approved A-MAX-logo apparel by all employees and its affiliates. The purpose of this policy is to maximize the exposure of the A-MAX brand, provide ease of recognition of our employees for our customers, and to demonstrate the A-MAX family as one unified body working together as a team. Although it is termed as an apparel policy, we like to refer to the ‘Company Branded Apparel Policy’ as our ‘A-MAX Spirit Day Apparel Policy’!

NEW HIRE APPAREL GUIDELINES

All new hires are required to complete **30 days** of employment before submitting their shirt orders to frontdesk@amaxinsurance.com. **THE COMPANY WILL CONTRIBUTE \$40.00 TOWARDS THE INITIAL PURCHASE** and the employee will be responsible for the difference, which will be deducted from the employee’s paycheck. The amount deducted may vary depending on the shirt sizes selected by the employee.

Retail & Call Center New Hires— will receive four (4) shirts, two (2) in each style and color.

Corporate New Hires— will receive two (2) shirts of their choice and color.

COMPANY BRANDED APPAREL DETAILS & PRICING

SHIRT STYLE	SHIRT COLOR	QUANTITY	SMALL - XL	XXL (2XL)	3XL	4XL
A-MAX Logo Button-Up Shirt	Red	1	\$18.00	\$20.00	\$22.00	\$24.00
	Yellow	1	\$18.00	\$20.00	\$22.00	\$24.00
A-MAX Logo Jersey Polo	Red	1	\$22.00	\$24.00	\$26.00	\$27.00
	Yellow	1	\$22.00	\$24.00	\$26.00	\$27.00
	Black <i>(Corporate ONLY)</i>	1	\$22.00	\$24.00	\$26.00	\$27.00

Please Note: A-MAX will NOT be held responsible for shrinkage, color fading, and/or any other damages made to the garments due to improper cleaning and care. Prices are subject to change without notice.

REACHING 2 YEAR ANNIVERSARY

Employees receive two (2) complimentary shirts for every two (2) years of service completed with the company. You will have up to **90 days** after your anniversary date to order your free shirts. If the order is not placed by the end of those 90 days, you will have to pay full price for any shirt that is needed.

For Example: Employee is hired January 1, 2016, employee reaches two (2) years of service on January 1, 2018; this employee is now eligible for two complimentary shirts. Same employee completes four (4) years of service on January 1, 2020; this employee is now eligible for another two complimentary shirts, so on and so forth.

RE-ORDERS & ADDITIONAL SHIRTS

For any re-orders or request of extra shirts, please contact frontdesk@amaxinsurance.com. The employee will be responsible for paying the full price for every shirt purchased.

EXCHANGES & RETURNS

For exchanges and returns, please contact frontdesk@amaxinsurance.com. Exchanges and returns will be considered when the shirt has not been worn and returned in original condition. However, our apparel vendor reserves the right to refuse the exchange/return.

SEPARATION

Employees, who separate from the company, within the first year of their employment, are responsible for paying back the company’s contribution cost (*between \$36.00 & \$40.00*) from the initial apparel purchase. The amount will be deducted from the employee’s final paycheck.