



Empire Roofing
4801 Esco Dr.
Fort Worth, TX 76140

(817) 572-2250
www.EmpireRoofing.com
#TheEmpireWay

Introduction

The Empire Roofing Apparel Policy is designed to help us all provide a consistent and professional appearance. The goal is to streamline the internal process of requesting and receiving Empire apparel and promotional items.

Who does this policy apply to?

The Empire Roofing Apparel policy applies to all Administrative, Superintendent and Sales staff. Foreman and helpers (laborers) are not eligible for Empire Bucks currently. Foreman and helpers will continue to receive Empire provided vests, shirts, etc. as needed to safely complete their job duties.

Empire Roofing Apparel and Promotional Policy

Employees will be eligible for Empire Bucks as follows:

Current Employees (1+ yrs.)

- \$200 Administrative
- \$400 Sales
- \$400 Supers

New Hires (-1 yrs.)

First 90 Days:

- \$50 Administrative
- \$100 Sales
- \$100 Supers

After 90 days:

- \$150 Administrative
- \$300 Sales
- \$300 Supers

If the new hire start date falls between order dates they must wait until the following order date, unless otherwise specified. However, as a new hire they may receive the following, outside of their Empire Bucks, until they are able to place an order.

- **Administrative/Office:** 2 Polo Shirts
- **Sales:** 4 Polos/Work Shirts

“The Roofing Company by **which All Others are Measured.**”

Thank you for your business!



Empire Roofing
4801 Esco Dr.
Fort Worth, TX 76140

(817) 572-2250
www.EmpireRoofing.com
#TheEmpireWay

1. Employees must make all request for (Empire Bucks) items through the Empire Roofing Employee Portal located at <https://www.empireroofing.com/employee-portal/>
2. Empire Bucks can be spent bi-annually, ONLY during designated dates, which will be communicated. Unless otherwise specified.
 - a. If apparel or items are needed outside of the ordering dates, request must be submitted to Marketing and approved by management.
 - b. All apparel/items obtained will be deducted from remaining balance.
3. Empire Bucks will refresh annually and will not roll-over to the following year.
 - a. Empire Bucks cannot be redeemed for cash in part or full if not utilized within the year.
 - b. Empire Bucks overages to be paid via cash or check.
4. Employee Empire Bucks will not be deducted for the following scenarios:
 - a. Company provided holiday gifts
 - b. Orders placed by a Partner/Management Team
5. Empire Partners/Management Team can request additional orders or batches of apparel as needed for events, etc. by emailing the marketing department. These additional orders will ONLY be processed with Partner/Management Team approval.
6. Employees have the option to have their own clothing items embroidered for free. Contact marketing@empireroofing.com for more information.
7. **Damaged Items:**
 - a. Items that are damaged upon receipt can be returned and replaced, if communicated immediately, returned within 5 business days, and free from stains, etc.
8. The Marketing Department will have tracking of Empire Bucks spent throughout the year. If any questions arise regarding your balance you may contact marketing@empireroofing.com