



Ordering Instructions

Employee Spending Limit

Ordering is easy. Just follow these steps.

STEP 1:

Go to <https://companystore.unifirst.com>

STEP 2:

Enter the username and password, as shown below, in the Already Registered box. (Note: password is case sensitive.)

Username Instructions:

- MKC- followed by your employee ID.
 - Example: Rebecca Richardson ID #9999
 - Login: **MKC-9999**

Password:

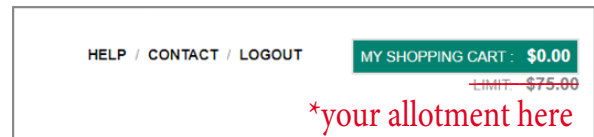
- Your password has been set to: **Password1**
Upon login, you can change your password.

Email:

- We have preloaded your email address with the email address provided by your employer. If you do not have a company email, we used a generic email. Please click on **MY ACCOUNT, MY ACCOUNT DETAILS** and verify or update your email before you place any orders.

STEP 3:

Once logged into the homepage, you'll see your preloaded spending limit in the upper right-hand corner of the screen. If you do not see a spending limit, contact your administrator. Your assigned spending limit will expire on **February 28, 2023**.



STEP 4:

Begin shopping. To see all options, click the "View All" button when browsing clothing category. For each style you select, you must select the color, size, quantity, and sleeve length, if applicable. The logo will automatically populate, depending on the garment color selection.

STEP 5:

Once you checkout, complete the Ship To page. Previously used addresses are stored in the address book. Please include a phone number for updates. If your company has locked your Ship To, you will skip this step.

STEP 6:

The total of your order is deducted from your spending limit. Any unused balance will remain in your account for **future purchases until the company determined expiration date**.

MKC *Shared growth.
Shared success.*

 **MID-WEST**
FERTILIZER

UNIFORM ALLOTMENTS & POLICY



UNIFORM ALLOTMENTS

MKC will provide an annual uniform allotment (based on job description) to help defray uniform costs to the employee.

- Administrative - \$150
- Agronomy Assistant Manager - \$225
- Agronomy Billing Specialist - \$150
- Agronomy Operations Manager - \$225
- Agronomy Plant Manager - \$225
- Agronomy Sales and Services Specialist - \$225
- Agronomy Quality Control Manager - \$150
- Ampride Clerk
 - Full time employees (40 hours or more/week): \$150
 - Part time employees
 - 20 - 39 hours/week - \$75
 - Less than 19 hours/week - \$50
- Ampride Manager - \$150
- Counter and Scale Specialist - \$150
- Custom Applicator - \$225
- Elevator Operator - \$225
- Elevator Superintendent - \$225
- Energy Consultant - \$225 (on-boarding) \$150 (after first year)
- Energy Operations Manager - \$225
- Energy Warehouse Technician - \$225
- Feed Sales - \$150
- Fuel Truck Driver - \$1500 (on-boarding) \$1000 (after first year) (FR Options)
- Grain Operations Manager - \$225
- Grain Quality Coordinator - \$225
- Grain Quality Specialist - \$225
- Location Manager - \$225
- Location Seed Coordinator - \$225
- Location Service Specialist - \$225
- Management Trainee - \$225
- Millwright - \$500 (FR options)
- Precision Ag/Decision Ag Specialist - \$225 (on-boarding) \$150 (after first year)
- Spray Rig Operator - \$225
- Strategic Account Manager - \$225 (on-boarding) \$150 (after first year)
- Tender Truck Driver - \$225
- Part-time Employees with job descriptions related to elevator superintendents, fuel truck driver, certified sprayer operator, etc. - \$150
- Part-time employees with job descriptions related to administrative, billing, etc. - \$75

UNIFORM POLICY

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image MKC and Mid-West Fertilizer present to customers and visitors.

When representing MKC or Mid-West Fertilizer by working in an **operations role**, you are expected to:

- Present a clean, neat, and tasteful appearance.
- Dress and groom yourself according to the requirements of your position and accepted social standards. (This is particularly true if your job involves dealing with customers or visitors in person.)
- Wear a logo'd shirt, jeans in good condition (slacks when appropriate), belt, and MKC or Mid-West Fertilizer logo'd or approved vendor ball cap. (Wearing a ball cap is optional.)
- Keep their uniforms clean and mended. Summer harvest employees will comply with these uniform standards except they will receive logo'd t-shirts to wear.

When representing MKC or Mid-West Fertilizer by working in an **administrative role**, you are expected to:

- Present a clean, neat, and tasteful appearance.
- Dress and groom yourself according to the requirements of your position and accepted social standards.
- Wear business casual clothing.
 - **Men** are asked to wear logo'd shirts on a daily basis with dress slacks.
 - **Ladies** are asked to wear dress slacks or skirts with a blouse, dresses, and capris but does not require logo'd shirts.
 - **Ladies** shirts should include a collar of some sort. Blouses/shirts with straps such as sun tops, tank tops are not considered professional and should not be worn.
- Fridays are casual days and jeans are acceptable when worn with a logo'd shirt.

Employees are asked to keep their uniforms clean and mended.

- **Men:** Shirts must be worn tucked in. Beards, mustaches, and goatees are acceptable and should be kept well groomed. The neck area is to be clean shaved.
- **Ladies:** Depending upon the style of the shirt, tucking in the shirt is optional. Your midriff should not be exposed when reaching for items or bending over.
- **Wearing layers (men and women):** Both the shirt and outerwear (including heavy vests) must be MKC or Mid-West Fertilizer logo'd apparel.
 - If wearing sweaters and lighter vests in which layering is needed, apparel worn underneath logo'd items doesn't have to be a logo'd item but must be of a neutral color.
- **Conference attire:** MKC or Mid-West Fertilizer logo'd shirt with dress slacks or khaki pants. (a logo'd shirt is not required if wearing a sport coat)
- **Training/Meeting attire:** MKC or Mid-West Fertilizer logo'd shirt with nice jeans or khaki pants.

Uniform Orders on UniFirst website over your allotment amount must be paid by employee with credit card.

UNIFORM POLICY

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- Mustaches and beards must be clean, well-trimmed, and neat.
- When operating equipment, long hairstyles should be worn with hair pulled back off the face and neck to avoid potential hazards.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive. Large earrings such as hoop earrings are prohibited on company premises outside of administrative roles.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not professionally appropriate and must not be worn during business hours.