

Mark's Enhanced Subsidy Authorization Form

SECTION 1: To Be Completed By CP Employee - all fields are <u>MANDATORY</u>	
Employee Name: (Please Print)	Employee Name:
Employee ID #:	Supervisors Name:

Mark's Employee:

1. This is a National account Canadian Pacific and Mark's Work Wearhouse.
2. Employees must show their **CP identification card or a copy of a recent pay stub (within the last 30 days) and a government issued identification** to qualify for the preferred pricing listed below.
 CP Employee ID or CP pay stub along with a Government issued photo ID.
3. **Please ensure proper fit of footwear (refer to MARK'S Safety Footwear Fitting Guide, page 2) prior to processing purchase.**
4. **Payment will be made in full by the Canadian Pacific employee at the time purchase.** Canadian Pacific employees will be responsible for submitting a copy of this form and their receipt to the HR Service Centre for the subsidy reimbursement to the appropriate address below.

Non-union, TCRC-RTE and TCRC-RTC Please submit to HR HELP - CANADA	TCRC-MWED, IBEW, CAW and USWA Please submit to HR HELP Union
HR Service Centre Attention: Employee Services Canadian Pacific Railway Suite 600, 401-9th Avenue SW Calgary, AB T2P 4Z4 FAX# 403-319-7479	HR Service Centre Canadian Pacific Railway Suite 400, Windsor Station P.O.Box 6042 Montreal PQ H3C 3E4 FAX# 1-866-995-6959

This will allow the employee to receive 75% of the total purchase price to a maximum of \$150.00 CAD from Canadian Pacific.

5. **Only the following approved styles qualify for the Enhanced Safety Footwear Subsidy.**
 The Enhanced Subsidy **will not be given to CP employees for any styles not listed on this form**, although they may claim a subsidy under the Basic Safety Footwear Subsidy Program.

STYLE #	DESCRIPTION / COLOUR	Program Price
529-BLD-AS2	Dakota 8" 529 STSP Anti-Slip Workboot - BROWN	\$112.56
080-514QC-AS2	8" Dakota Quad Comfort Anti-Slip STSP Metguard with Helcore - BLACK	\$132.63
080-514QC-AS1	Dakota Quad Comfort Anti-Slip STSP Metguard - BLACK	\$132.63
MWI-32108QC-AS	8" Ultimate Dakota Anti-Slip Quad Comfort Workboot - DK TAUPE	\$157.50
080-705QC-AS2	Dakota 8" Hyper-Dri® HD3 Tarantula® Anti-Slip Workboots - DK TAN	\$167.59
915332	Terra 8" "Exile" Workboots - DK BROWN	\$188.99
GW4349-1GTRT / 21999	STC 8" Metal Free Goretex "DUNCAN II" - BLACK	\$216.00

6. You may sell below but never above the prices listed on this form. All prices are in Canadian dollars.
7. **If the desired style/size of footwear is unavailable, the mark's employee will place an order in IONS.**
8. **Please scan the barcode below when processing this transaction.**
9. **Give the original form with a copy of the sales receipt to the Canadian Pacific employee to take with their purchase.**

SECTION 2: To Be Completed By Employee of Mark's Work Wearhouse		
Style:	Size:	Price: \$
		+ Tax: \$
Date of Sale:		Total: \$
Mark's Employee Signature:		
Canadian Pacific Employee Signature:		Date:

**For a listing of participating Mark's locations,
please refer to the Mark's Enhanced Safety Footwear poster.**



MARK'S SAFETY FOOTWEAR FITTING GUIDE

No matter how well designed and constructed, work boots will not deliver maximum comfort and protection unless they fit correctly.

Here's a guide to help you to make sure your safety footwear fits you properly

1. Work boots should always be tried on. Even though you may have purchased that same brand before, each style may have unique fit characteristics and to ensure protection and comfort, they should be put on, laced up and walked in. The best time to try on safety footwear is after you've been on your feet for a few hours, or later in the day. Your feet swell slightly during the course of the day, and you want your footwear to fit comfortably throughout your work day. You should also try them on with the same type of sock you wear throughout the day .
2. If you wear orthotics of any type, remove the foot beds in the footwear, and then insert your orthotics to ensure they fit correctly.
3. Try the boots on both your left and right feet. Many times, one foot is slightly larger than the other, or one could be slightly wider than the other.
4. Lace the boots up snugly to the top of the eyelet system. Putting them on without lacing them snugly to the top and walking around in them will allow your foot to move around and not provide a true fit. Once laced, there should be approx a 1" space in the lacing area (throat) between the two sides of the boot if it fits you properly. If the sides of the boots touch (i.e, no spacing where the laces are) each other when laced, that indicates the boot is too wide for you and you should try another style.
5. Once laced, stand in the boots. Your heel should fit comfortably in the heel pocket and there should be approx ¼" to ½" maximum space at the end of the boot in the toe area. When the boot bends as you take a step, the boot should flex in the ball of the foot area where your toes meet your ball of the foot. You should not feel the safety toe "biting" into the top of your instep at all, or toes. Squat down also to ensure that there isn't any "pinching" across the top or sides of the toes.
6. Stand and examine the boots. Ensure that there are no creases, material bulges or puckering that would indicate that the boot is too big or too wide. Check along the border of outer sole, instep, and at the front of the boot just above the ball of the foot. As well make sure that the laces do not come together as mentioned above.
7. Walk around in the boots. There may be some minor slippage in the heel area, but this generally goes away after the boot breaks in. The boot should hold the foot and instep securely. Any significant slippage will result in chafing and premature wear .
8. Ensure that you are buying the right boot for the right purpose. If you are exposed to Electrical hazards, then boots with ESR / Omega symbol should be worn. Note that all of our safety footwear is CSA Grade 1 certified as well. This is designated by the green triangle that is attached to the tongue or outer side wall of the right foot as per CSA regulations.

Note that in order to ensure that you receive the maximum amount of protection that a boot can offer, the boot needs to fit as per the above directions. The boot should be worn fully laced at all times that you are working in it. Loose laces or untied laces pose a potential hazard from both a slip and fall hazard as well as potential for injury due to lack of support.