

Policy:	Service Recognition Program	Policy Reference and Revision Number:	HR 024 Rev 000
Department:	Human Resources	Effective Date:	08/01/2021
Authorized By:	SVP Human Resources	Page:	Page 1 of 1

PURPOSE

To recognize active, full-time employees, excluding employees who are under a collective bargaining agreement (“**Covered Employees**”), for their continued service to the Company.

POLICY

BWC Terminals (the “**Company**”) will recognize each Covered Employee after completion of their first (1st) year of employment, their fifth (5th) year of employment and each fifth (5th) year of employment thereafter with a choice of service award based on their length of service.

RECOGNITION

Each eligible employee will receive a list of then-current award items available based on the applicable work anniversary. These award items may change from time to time to reflect the latest trends at the Company’s sole and absolute discretion.

PROCEDURES

- The award will be based on the employee’s benefit date, generally the employee’s date of hire.
- Employees who have been terminated or provide notice of resignation at the time that the award is due to be made forfeit their eligibility.
- Awards will be presented upon the Employee’s first (1st), fifth (5th), tenth (10th), twentieth (20th), twenty fifth (25th), thirtieth (30th), thirty-fifth (35th), fortieth (40th), forty-fifth (45th) and fiftieth (50th) anniversaries of their hire date.
- Instructions for ordering the Service Award will be sent to the employee at the time of recognition.
- Upon receipt, the employee must promptly select item(s) available for their years of service.
- Employees may have the item shipped to their home or to their work location.