

Uniforms Policy



1. Objective

To ensure [Company Name] customer-facing employees who are engaged in service and delivery functions are clearly identified as representing the company, [Company Name] has established the following uniform policy.

2. Policy

Employees engaged in tasks involving customers and alliance partners are required to wear company-designated uniforms at all times while working and representing [Company Name].

Each new employee will receive three uniforms upon hire. Employees are required to sign for the uniforms, and the uniforms are considered company property and are to be returned in the event of termination of employment or anytime on demand.

Upon issue, company uniforms become the responsibility of the employee for maintenance and care. In the event a uniform needs repair or replacement, employees will be required to return the uniform in exchange for a replacement. While normal wear and tear is expected, excessive damage or loss of company uniforms may result in disciplinary action.

[Company Name] may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change). Employees will be given notice of the exchange, and the company will provide suitable replacement uniforms.

Employees are required to return all issued uniforms upon termination of employment. If all issued uniforms are not returned, [Company Name] will deduct the cost of the uniforms from the employee's final paycheck (except where such deductions are prohibited by state law).

If employees have questions regarding this policy or its implementation, they should contact the human resource department or the facility services department.