

Blank Uniform Requirements Policy

Purpose

The purpose of this policy is to set forth the uniform requirements expected of employees to ensure a professional, consistent appearance that aligns with organizational standards.

Scope

This policy applies to all employees, contractors, and volunteers who are required to wear uniforms during working hours.

Policy

- Employees must wear the designated uniform as required for their position at all times during working hours.
- Uniforms must be kept clean, neat, and in good condition.
- No unauthorized modifications or additions may be made to the uniform.
- Personal items and accessories should not interfere with the professional appearance of the uniform.
- If a uniform becomes damaged or unwearable, the employee must notify their supervisor immediately.

Procedures

- Uniforms are issued by the organization at the start of employment or as needed.
- Employees are responsible for the care and maintenance of their uniforms.
- Lost or damaged uniforms due to negligence may be subject to replacement costs.

Non-Compliance

Failure to adhere to the uniform requirements may result in disciplinary action, up to and including termination of employment.

Review

This policy will be reviewed annually and updated as necessary.

Effective Date: _____

Approved by: _____