## **Company Uniform Policy**

To: All Service Employees

From: James Newell

Date: 09/15/06

Re: Company Uniform Policy

The following agreement details the terms at which you are entitled to regarding the issue and use of your company uniform.

## **UNIFORM (COMPANY ISSUED)**

The following items will be company issued and the use of the same is mandatory and considered company policy.

## **Mandatory Uniform Items**

- 1. Jeans (Black) (Company Issued)
- 2. Heather Polo Shirt w/ Company Logo (Company Issued)
- 3. Jacket w/ Company Logo (Company Issued)
- 4. Black Steel Tip Boots (employee issued but can be purchased through company for \$55.00).
- 5. Black Belt (Employee issued can be purchased through company for \$10.00)

## **Optional Uniform Items**

- 1. Baseball Cap w/ Company Logo (Company Issued)
- 2. Black Cargo Shorts (not applicable for all positions see management for details)

All mandatory items must be worn in unison and should be worn as they are intended (ie. no rolling up of jeans or shirts, shirts are to be tucked in at all times, etc.) In addition, if choosing to wear optional Uniform Items, the cap must be worn straight (not sideways or backwards) or not at all. The cargo shorts are to be worn at the hip and above the knees and with a belt at all times (as with the jeans). Black socks must be worn while wearing shorts.

Employees are expected to practice good hygiene and are expected to look presentable and professional at all times. In addition, employees are expected to be clean shaven at all times. Facial hair is acceptable, however each employee is required to keep all facial hair well trimmed at all times.

There are to be no exceptions, substitutions or additions to the uniform without management's prior approval. The company uniform is intended solely for the ease of identification of Allied employees as well as improving the overall image of the company. Deviation from this identification and image at the employee's discretion is strictly prohibited.

Please note that the uniforms are to be worn at all times during Allied Fire & Safety official business and/or related work, whether it be during normal working hours, overtime, weekends and/or callouts. In addition, wearing or use of the uniform at times other then official company business is strictly prohibited.

Each employee will receive 11 pairs of jeans, 11 shirts and 2 work jackets along with a locker to store the same. In addition, there will be a laundry bin to discard all dirty uniforms to be laundered by the uniform rental company on a weekly basis. It is your responsibility to assure that the used/dirty clothes are deposited in the laundry bin daily. The uniform rental company will restock each employee's locker with the clean uniforms after they are laundered.

By virtue of this agreement, you agree that you have been issued a company uniform in good condition. The uniform is considered to be property of Allied Fire & Safety property at all times and all company issued items must be returned upon termination of employment. By signing this agreement you are agreeing that you will use the uniform in accordance with the terms detailed herein. In addition, you agree to immediately report any damage (rips, tears, stains, etc), loss or other impairments to the uniform should they occur so a replacement uniform can be ordered in a timely manner so not to disrupt service of the same. In addition, should you violate any inclusion of the uniform policy (ie. failure to wearing at all or according to the guidelines set forth herein, failure to comply with laundering requirements), you will be subject to disciplinary action to include, but not limited to, warning, suspension and/or termination of job duties.

X		
Signature	Name Printed	Date