

UNEOM

United Uniform Manufacturing Company
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Corporate Office Uniform Policy

1. PURPOSE

This policy establishes professional dress standards that reflect UNEOM's corporate image while allowing appropriate flexibility for different roles and occasions. Our appearance represents our brand to clients, partners, and stakeholders.

2. BUSINESS PROFESSIONAL ATTIRE

Men:

- Suit or dress pants with dress shirt
- Tie required for client meetings
- Leather dress shoes
- Conservative colors (navy, gray, black)

Women:

- Business suit, dress, or coordinated separates
- Modest necklines and hemlines
- Closed-toe professional shoes
- Conservative colors and patterns

3. BUSINESS CASUAL GUIDELINES

Acceptable:

- Dress pants or khakis
- Collared shirts or blouses
- Sweaters or cardigans
- Loafers or professional flats

Not Acceptable:

- Jeans (except designated casual days)
- T-shirts or tank tops
- Sneakers or sandals
- Shorts or mini-skirts

4. BRANDED APPAREL

- UNEOM branded items may be worn on designated days
- Branded polo shirts acceptable for business casual
- Company fleece or blazer for client visits
- Branded accessories must be professional
- Items must be in good condition

5. SPECIAL OCCASIONS

Client Entertainment:

- Business formal unless otherwise specified
- Cultural sensitivity considerations

Company Events:

- Dress code specified in invitation
- "Smart casual" typically means no jeans

Video Calls:

- Professional appearance from waist up minimum
- Solid colors preferred for video

6. FRIDAY DRESS CODE

Casual Fridays (when authorized):

- Nice jeans permitted (no tears or fading)
- Company polo shirts encouraged
- Sneakers must be clean and professional
- No athletic wear or beach attire
- Client meetings still require business attire

Professional appearance is an investment in your career success