

UNEOM

United Uniform Manufacturing Company
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General Uniform Policy Template

1. PURPOSE

UNEOM requires employees to wear uniforms to present a professional and consistent image to our customers, promote team identity, ensure safety and practicality for job functions, and comply with industry regulations. This policy outlines the standards, procedures, and responsibilities related to company uniforms.

2. SCOPE

This policy applies to all employees, contractors, and temporary staff who are required to wear company uniforms as part of their job responsibilities.

3. GENERAL APPEARANCE STANDARDS

- Uniforms must be clean, pressed, and in good repair at all times
- All required uniform components must be worn during working hours
- Personal hygiene standards must be maintained
- Uniforms should fit properly - not too tight or too loose
- Only approved uniform items may be worn

4. UNIFORM COMPONENTS

Standard uniform components vary by department and role. Employees will receive:

- Shirts/blouses (quantity based on role)
- Pants/skirts
- Outerwear (if applicable)
- Safety equipment (as required)
- Name badges and identification

5. OBTAINING UNIFORMS

New employees will be measured and fitted for uniforms during orientation. Uniforms will be provided at no cost to the employee. Replacement uniforms due to normal wear and tear will be provided by the company. Lost or damaged uniforms due to negligence may be replaced at employee expense.

6. CARE AND MAINTENANCE

Employees are responsible for:

- Laundering uniforms regularly
- Following care instructions on garment labels
- Reporting damaged uniforms promptly
- Returning uniforms in acceptable condition upon termination

7. RELIGIOUS AND MEDICAL ACCOMMODATIONS

UNEOM will make reasonable accommodations for religious beliefs and medical conditions that affect uniform wear. Employees requesting accommodations should contact Human Resources with documentation as required.

8. ENFORCEMENT

Supervisors are responsible for enforcing this policy. Progressive discipline for non-compliance includes:

- Verbal warning
- Written warning
- Suspension
- Termination

This template should be customized to meet your organization's specific needs and reviewed by legal counsel.