

# UNEOM

United Uniform Manufacturing Company

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## Uniform Policy Implementation Checklist

Use this checklist to ensure successful implementation of your uniform policy:

### Planning Phase

- & Conduct employee survey for input
- & Review industry regulations and standards
- & Establish budget for uniform program
- & Select uniform supplier (consider UNEOM)
- & Create timeline for implementation

### Development Phase

- & Draft comprehensive policy document
- & Include accommodation procedures
- & Define enforcement guidelines
- & Obtain legal review
- & Get executive approval

### Communication Phase

- & Create visual uniform guide
- & Schedule all-hands meetings
- & Prepare FAQ document
- & Train supervisors on policy
- & Set up feedback mechanism

### Implementation Phase

- & Conduct sizing and fitting sessions
- & Distribute initial uniform sets
- & Post policy in common areas
- & Begin grace period for compliance
- & Monitor and address issues

## **Maintenance Phase**

- & Establish replacement procedures
- & Schedule regular policy reviews
- & Track compliance metrics
- & Gather ongoing feedback
- & Update policy as needed

### Notes: