



Uniform Policy

Objective

Smitty's Supply, Inc. wants to ensure that its employees engaged in maintenance, manufacture, security, production, service and delivery functions with customers and alliance partners are clearly identified as representing the company. To achieve this goal, Smitty's Supply, Inc. has instituted a uniform policy for all employees assigned to these functions.

Procedures

Employees engaged in tasks involving customers and alliance partners are required to wear company-designated uniforms at all times. Company uniform procedures are the following:

1. Smitty's Supply, Inc. will provide 11 uniforms, issued by Cintas, to each new employee as part of new-hire assimilation. Employees are required to sign for the uniforms and the uniforms are considered company property, which are to be returned in the event of termination of employment.
2. Upon issue, company uniforms become the responsibility of the employee for maintenance and care. If uniform parts require replacement, the employee is required to return the old parts in exchange for the new parts.
3. Smitty's Supply, Inc. may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change, etc.). Affected employees will be given advance notice of the exchange, and the company will provide suitable replacement uniforms.
4. In the event of termination of employment, employees are required to return all issued uniforms as part of the exit process. If all issued uniforms are not returned, Smitty's Supply, Inc. will deduct the cost of the uniforms from the final paycheck due the employee.

Wear and Appearance

1. Uniform pants and shirts must be worn in unison and should be worn as they are intended (ie. no rolling up of pants or shirts, pants must be worn at the hip, shirts are to be tucked in at all times, etc.)
2. If choosing to wear the uniform issued jacket, it must be worn over the uniform shirt or not at all. No other seasonal forms of clothing are allowed (i.e. hoodies).



3. Uniform shorts are no longer authorized to wear at any time.

If employees have questions regarding this policy or its implementation, they should contact the human resources department.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____