

# Employee Uniform Policy Template

## 1. Purpose

The purpose of this policy is to outline the guidelines and expectations for employee uniforms at our company.

## 2. Scope

This policy applies to all employees who are required to wear a uniform as part of their job responsibilities.

## 3. Uniform Requirements

- All employees must wear the designated uniform provided by the company.
- Uniforms must be clean, in good condition, and worn appropriately.
- Employees are responsible for the care and maintenance of their uniforms.

## 4. Uniform Distribution

- New employees will receive their uniforms during the onboarding process.
- Replacement uniforms will be provided as needed, upon request.

## 5. Compliance

- Employees who fail to comply with the uniform policy may be subject to disciplinary action.
- Any issues or concerns regarding the uniform policy should be brought to the attention of HR.

## 6. Resources

For more information on employee uniforms, please refer to the Employee Handbook.

Sources:

- *Society for Human Resource Management (SHRM): <https://www.shrm.org/>*
- *U.S. Department of Labor: <https://www.dol.gov/>*