

Brown Bear Car Wash Uniform Policy

Objective

To ensure Brown Bear customer-facing employees who are engaged in service functions are clearly identified as representing the company, Brown Bear has established the following uniform policy.

Policy

Employees engaged in tasks involving customers are required to always wear company-designated uniforms while working and representing Brown Bear Car Wash.

Each new employee may receive polo uniform shirts, jackets, knit hat, ball cap or visors, upon hire. Employees are required to sign for the uniforms, and the uniforms are considered company property and are to be returned in the event of termination of employment or anytime on demand. Company logoed apparel purchased by the employee will remain as such and is not required to be returned.

Upon issue, company uniforms become the responsibility of the employee for maintenance and care. In the event a uniform needs repair or replacement, employees will be required to return the shirt or jacket in exchange for a replacement. While normal wear and tear is expected, excessive damage or loss of company uniforms may result in disciplinary action.

Brown Bear Car Wash may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change). Employees will be given notice of the exchange, and the company will provide suitable replacement uniforms.

Employees are required to return all issued uniforms upon termination of employment. If all issued uniforms are not returned, Brown Bear Car Wash may deduct the cost of the uniforms from the employee's final paycheck. Shirt cost is \$31, Summer jacket cost is \$32 and Winter jacket cost is \$53.

If employees have questions regarding this policy or its implementation, they should contact their supervisor or human resource department.

List quantity of uniform items issued: Polo Shirt _____ Denim Shirt _____ Lined jacket _____ Unlined jacket _____ Ball cap _____ Knit cap _____ Visor _____

Employee Signature _____ Print Name: _____ Date: _____
Site # _____