

# PAUL S. WINSON COACHES

## Process and Policy Checklist

<b><u>Policy Name</u></b>	Uniform & Hygiene Policy
<b><u>Policy Number</u></b>	0142
<b><u>Creation Date</u></b>	Dec 2022
<b><u>Date Reviewed</u></b>	Dec 2024
<b><u>Next Review Due</u></b>	Dec 2025
<b><u>Owner Name</u></b>	Matthew Winson

	<p>Uniform Employee uniform is supplied for each relevant department. (List supplied) Uniform must be always worn when you are working.</p> <p>If you leave this employment within twelve months of receiving any new uniform, or part of it, you will be liable to repay its cost in full.</p> <p>This money will be deducted from any money due to you on termination, or if no monies are due or not sufficient money is due, the balance due to the company will be a debt due from you to the company payable with 7 days of the company telling you the amount that is due.</p> <p>Dress and Personal Hygiene As you are an ambassador for the company, it is essential that you create a good impression to everyone with whom you come into contact.</p>	

	<p>The uniform that you have been supplied with was chosen with this in mind and/or for your protection and comfort.</p> <p>It must be always worn when you are working. During the heat of the summer months, jackets need not be worn.</p> <p>Roll neck pullovers, T-shirts, jeans, and white socks should not be worn whilst on driving duties.</p> <p>You must ensure that your clothes are clean and tidy, your hair is well groomed, and you use a pleasant deodorant for personal freshness.</p> <p>You are reminded smoking is against the law when driving any company vehicle.</p> <p><b>UNIFORM TO BE PROVIDED</b></p> <ul style="list-style-type: none"> <li>• Trousers - Grey trousers – company issue</li> <li>• Shirts - White shirt – company issue</li> <li>• Jumpers - Navy jumper – company issue</li> <li>• Ties - Company issue</li> <li>• Shoes - Black or Grey leather shoes only.</li> <li>• (No casual shoes to be worn)</li> <li>• Socks - Plain black, grey, or navy-blue</li> <li>• Fleece - Navy fleece – company issue</li> <li>• Coats - Available for drivers to purchase</li> <li>• Hi Vis - Company issue</li> </ul>	
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<u>Date Amended</u>	<u>Amendment Reason</u>	<u>By</u>
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