



SOP 01-94CW August 20, 1994
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Uniform Policy & Procedures

Providing uniforms for our employees is an employee benefit and presents a professional appearance to our customers. Uniforms shall be worn properly at all times. Uniforms must be clean and neat. A fresh, clean shirt will be worn every day. If shirts are hung up as they come out of the dryer, they will not wrinkle. Wearing a wrinkled or dirty shirt to work is unacceptable. If an employee reports to work in a soiled, dirty or wrinkled uniform they will be sent home immediately to change into a proper uniform.

Shirts will be tucked in and the buckle-less belt will be worn at all times while on duty as well as caps/visors and nametags. If an employee dresses at home, the uniform will be worn properly with shirt tucked in at all times -- on the way to the shop and on the way home.

Uniforms are not part of an employee's personal wardrobe and will only be worn while actively involved with work at one of the shops. Each employee is responsible for maintaining and wearing the uniform properly and infractions will result in disciplinary action.

The uniform shall never be worn in a bar, nor shall an employee consume alcoholic beverages or smoke or vape while wearing the company uniform.

Uniform Issuance:

Each employee will be issued polo shirts (usually four (4) shirts although the number may vary depending on the employee's normal hours worked/week), windbreaker, a buckle-less belt, a cap or visor, a pair of safety glasses, and a nametag. Car Wash employees will also be issued a face shield and a safety vest. Caps/visors will be worn with the bill facing forward.

Employee Responsibility:

Employees will purchase and wear khaki or tan trousers or Bermuda shorts. Please note shorts must be long enough to reach just above the top of the knee. No "short-shorts" are

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allowed. Slip-resistant shoes will be provided by the company. Employee may purchase their own shoes, but must be either white or black in color, lace-up, and be slip resistant.

Windbreaker Jacket Policy:

Each employee is issued a windbreaker when hired. If an employee quits within the first 60 days the cost of the windbreaker will be deducted from the employee’s final paycheck, approximately \$30.00. If windbreaker is lost/ damaged or destroyed in a not work-related incident the employee will be charged the entire cost of the windbreaker for a replacement. The windbreaker will only be worn during cool or inclement weather. The employee is responsible for the care and maintenance of the windbreaker.

Lockers:

Each employee will be assigned a locker. Lockers are intended for storage of personal items during the workday i.e. personal cell phone, backpack, purse, keys etc. The locker WILL NOT be used to store or leave the uniform or personal clothing overnight. The windbreaker is allowed to remain in the locker for ready use in case of inclement weather.

Clocking in and out:

No employee will clock in until fully dressed in proper uniform. Employees will clock out before changing out of their uniform.

Lost and Damaged Uniforms:

If a uniform is lost or willfully damaged by the employee, they will be charged for each item lost or damaged in accordance with the items and cost listed below (per uniform/ one-time charge):

- Polo: \$38.00
- Ball Cap/ Visor: \$10.00
- Buckle-less belt: \$9.00
- Name Tag: \$6.00
- Windbreaker: \$30.00
- Safety Vest: \$8.00
- Safety Glasses: \$5.00

Ricky e Price

Ricky E. Price
Owner/Chairman

