

**UNIFORM RULES FOR 4TH
GRADE EMPLOYEES**

Purpose

The appearance of employees reflects the image of our College and has a significant impact on the way we are viewed by general public. The College aims to provide its employees with comfortable and professional uniforms through which they can present good image of themselves.

4th Grade Staff will be supplied Uniform as per their nature of work which they will have to mandatorily wear in College Campus / City Office during their working hours while performing official duties. The Director and or Campus Manager can authorize dress down for special occasions or projects.

These Rules are created for similarity among the employees. If any point which is not clear then H.R. Manager/Campus Manager may take decision at their own.

Policy

1. Employees of 4th Grade should always be dressed neatly and appropriately during duty hours in the College.
2. Uniforms will be supplied to relevant staff and will remain the property of college, however full responsibility for maintenance and cleanliness will remain with the employee. Exchange of damaged uniforms will also remain responsibility of employee only.
3. Uniform must always be worn when on duty and should be kept well maintained.
4. All aspects of the uniform must be worn during duty hours.
5. Every employee must adhere to the Uniform Policy and Procedure.
6. Campus Manager / HR Manager are responsible for ensuring that these guidelines are met. These rules will be applicable to all full-time and part-time employees.
7. In the event that any employee arrives for work in a way that is not in line with this policy, their Campus Manager / H.R. Manager will advise them that they are not dressed appropriately to perform their duties, on the first occasion and advice them to wear proper Uniform. If employee has any issue then Campus Manager / H.R. Manager will immediately give solution and resolve matter.
8. An employee who is dressed inappropriately will be sent home to change clothes before returning to her/his workstation.

9. An employee who is sent home to change into appropriate Uniform, his leave will be marked during her/his period of absence.
10. If the employee fails to return to work, he will be subject to disciplinary action.
11. Any further incidents will be considered in breach of college policy and further action in accordance with the college policy will be taken.

Uniform Items

Newly employed employee is entitled to the following uniform items after joining. Any subsequent requirement will be determined on a approval basis only. Uniform Requirement Slip will be approved by Campus Manager and H.R. Manager.

Employees will be supplied with following Garment Type for the given number of years.

Uniform for Male Employees

- a) Safari Suit 2

In winter season, employees can wear their own formal Sweater or Jacket above this Uniform. Black Formal Shoes must be worn at all times which will be of owned Employee and no other shoes are to be worn.

For Female Employees

- a) Jacket 2

Females can wear their own clothes as per following specifications and they will have to wear issued Jacket above them. Allowed Formal clothes for Females:

1. Suit.
2. Sari.
3. Shoes or sandals.

TO READ / KNOW MORE

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