



POLICY & GUIDELINES

COMPANY UNIFORM POLICY

EFFECTIVE DATE
September 01, 2014

POLICY No. & VERSION
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ISSUING DEPARTMENT
Human Resources

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Preamble

Employees are ambassadors of the company and represent the company to our customers. As such it is pertinent that they are dressed appropriately in colours and design which convey our message of customer service at all times. Also our employees wearing a similar dress on the floor will help our customers distinguish them which will enable faster service.

Towards this, all employees in cinema halls have been provided with company uniform which they are required to maintain and wear to work everyday

Scope

Applies to Cinema staff and certain other customer facing staff who have been issued company uniform

Guiding Principles

- Upon joining employee is provided with two sets of company uniform by the Admin SPOC along with a pair of shoes based on the measurements provided
- In case the employee does not receive company uniform within a week of joining he must escalate to his/her immediate supervisor
- Employee is required to check the uniform and must report any damage or size issue immediately to Admin SPOC
- In case the uniform is damaged after issuance, all repair or replacement costs will be recovered from the employee
- In case of promotion, a new uniform will be given to employee as per the revised grade
- Prescribed and allotted uniform should be worn on all working days.
- The uniform must not be worn anywhere outside the work premises.
- The uniform is company property and must not be lent to anybody.
- Employee is not allowed to alter the uniform in any way without prior approval
- Uniform is to be worn as per stipulated standard or as prescribed. Employees not allowed to roll sleeves during work
- Employee is required to ensure that the uniform is clean and tidy, each time it is worn to work. Untidy uniforms will not be tolerated
- Employees must wear clean shoes along with uniform. Only black socks should be worn to work
- If the employee needs any clarification on company uniform, he/she must refer to the Uniform Manual available with Housekeeping
- If the employee leaves the company within 6 months of joining, a sum of Rs.500 will be recovered from the full and final settlement.
- On separation, the uniforms are to be returned to the company.

Loss of Company Uniform

Company Uniform is property of the company. In case of loss of uniform after issuance to the employee, all applicable costs will be recovered from the employee

Replacement of Company Uniform

Employees are provided with a new uniform every year; however under no circumstance will the uniform be replaced during the course of the year. In case of exception circumstances like change in size etc, Cinema Manager will have to make a specific request to Housekeeping specifying the reasons

Inappropriate Uniform

It is mandatory for employees to be dressed in prescribed uniform at workplace. Any employee found inappropriately dressed or not wearing the company uniform will be severely reprimanded and liable for disciplinary action

Policy Review / Amendments / Modifications / Withdrawal

This policy will be reviewed from time to time and the company reserves the right to modify/amend/alter and/or withdraw the policy at its discretion.

In case of any doubt, the interpretation of above terms by the CHRO shall be final.

No exceptions shall be permitted under the policy unless specifically approved by the CHRO.