

# POLICY 101: COMPANY UNIFORM

Verdana Cafe expects our employees to present a professional image to the public. We want to reflect a dress for success idea and attitude in our industry. We want our customers to recognize that we are not strangers entering their property and that they can call us by name. Therefore, it is mandatory that the employee's first name be embroidered on the garment.

Verdana Cafe will initially supply a daily work uniform to all employees retained after successfully completing their introductory period. A personal uniform account with an allowance will be set up in the Verdana/Ameripride eStore for each employee by the corporate office once all required training, reviews and paperwork are completed and turned into Human Resources. The cost of the garment, embroidery, shipping and tax will be deducted from your account balance on all orders. Each year thereafter, on the 1<sup>st</sup> of June after the first full year of service, (must have 1 year completed by May 31st) an allowance of \$85 for full time Kitchen Staff employees and \$55 for full time and permanent part time Service Staff will be issued for use towards uniform maintenance and upkeep. Seasonal Service Staff employees will be issued a \$55.00 maintenance and upkeep allowance once they are called back to work the following season. The uniform maintenance and upkeep allowance can only be used towards the purchase of uniform clothing items, not accessories or shoes.

## DAILY WORK UNIFORM

The **NEW KITCHEN STAFF UNIFORM** for full time employees will consist of all of the following:

- 1 Mesh Cap
- 1 Cook Pant
- 2 Chef Pants
- 1 Cook Shirt
- 1 Chef Coat w/ Malamine Buttons
- 1 Chef Coat w/ Black Buttons
- 1 Chef Skull Cap

Seasonal Kitchen Staff uniform will consist of the items listed above in the column on the right side. No substitutions will be given.

The **NEW SERVICE STAFF UNIFORM** will consist of:

- Choice of **clothing** items from the Verdana/Ameripride eStore not to exceed a total value of \$160.00 including embroidery fees, shipping and tax. No accessories or shoes qualify.

Employees are required to wear company uniforms to work everyday. Kitchen Staff employees will not be allowed to wear shorts or cut-offs, they must wear pants while on company time. Employees have the option of wearing work pants that are either denim blue/black jeans or blue/charcoal work pants. Pants need to be fully serviceable, free of holes and worn appropriately.

Safe worker performance review award values will be deposited into each recipient's personal account in the eStore and can be used towards the purchase of ANY available items in the eStore. If you wish to purchase safety shoes or apply an amount to your personal account, contact your District Administrative Assistant to transfer an allowance from your eStore account to cover the cost. If your order exceeds your allowance in the eStore, you will need to use a personal credit card to complete the order.

All allowances and rewards are Non-redeemable for cash and do not have an expiration date. They are only transferrable to a payment on your personal Verdana Cafe account.