

Startin Group Workwear Policy

1. Introduction

This policy outlines the expectations and responsibilities related to workwear for all customer facing employees. Adherence to this policy ensures a professional and consistent appearance, contributing to the overall image and service standards of our establishment.

2. Scope

This policy applies to all customer facing employees, including but not limited to receptionists, Drivers, Aftersales Teams including Technicians, Sales Teams including sales administrators based in the showroom environment.

3. Workwear Expectations

- **Uniform Requirement:** All customer facing employees are required to wear the designated workwear during their working hours.
- **Presentation:** Workwear must be clean, ironed, and in good condition at all times. Employees should maintain personal hygiene and grooming standards in line with the company's image.
- **Replacement and Care:** Employees are responsible for the care and maintenance of their workwear. Any damaged or lost items should be reported to the manager immediately

4. What Employees will be issued.

Work wear issue is based on a 5-day working week and maybe be pro-rotated to part time employees.

- **All Showroom** – 3 Grey Polo T-shirts (male & female fit available) 2 Navy Quarter Zip Jumpers, 1 Navy Bodywarmer. Recommended to be worn with black trousers or skirts (not provided) and smart black shoes (not provided)
- We do offer if preferred a Startin Group Grey Tie or Neck Scarf for ladies to be worn with white shirts for men and a shirt or plain black top/Dress for ladies. Black bottoms and smart black shoes.
- **Technicians/Bodyshop** – 5 Navy Polo T-shirt, 3 Navy Round neck jumpers, 1 Navy Gillett. Upon request we will provide combat style work trousers and steel toe cap boots or contribute towards the cost.
- Office based employees who are not visible to customers may choose to wear smart work attire or alternatively Startin Group are happy to issue uniform on request.

4. Probation Period and Workwear Charge

- **Probation Period:** All new employees will be subject to a six-month probation period.

- **Charge for Early Departure:** If an employee leaves the company within the probation period, a fee of £50 will be charged to cover a partial cost of the workwear issued.
- **Payroll Deduction:** The £50 charge will be deducted from the employee's final pay check. If the final pay check does not cover the full amount, the remaining balance must be paid by the employee.

5. Return of Workwear

- **Return Policy:** Upon leaving the company, employees are required to return all issued workwear to their manager or HR or a additional charge may apply.
- **Condition of Return:** Returned workwear should be clean and in good condition. Any items not returned or returned in poor condition may incur additional charges.
- **Final Check:** A final check of the workwear will be conducted by the manager to ensure all items have been returned and are in acceptable condition.

6. Compliance

- **Monitoring and Enforcement:** Managers are responsible for ensuring that employees comply with this policy. Regular checks will be conducted to ensure adherence.
- **Disciplinary Action:** Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

7. Policy Review

This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.

8. Acknowledgment

All employees are required to sign an acknowledgment form indicating they have read, understood, and agree to comply with this workwear policy.

This policy aims to maintain a professional image while ensuring fairness and clarity regarding the use and return of workwear. Compliance with these guidelines will contribute to a positive working environment and uphold the standards of our establishment.