# **CNY Cleaning Solutions Dress Code Policy**

#### **Purpose:**

CNY Cleaning Solutions is committed to maintaining a professional and safe working environment for all employees. Our dress code policy is designed to ensure a consistent and respectful appearance that reflects our company's values, upholds our reputation, and promotes safety.

#### **General Guidelines:**

Uniforms: Employees are required to wear the company-provided uniform at all times during work hours. The uniform consists of a company t-shirt with the CNY Cleaning Solutions logo and approved pants. No spanks, skirts, or inappropriate attire.

Footwear: Closed-toe, non-slip, and comfortable shoes are mandatory for safety reasons. Sandals, open-toed shoes, slides, flipflops or crocks and high heels are not allowed.

Grooming: Personal hygiene and grooming are essential. Employees are expected to maintain clean and well-kept hair, facial hair (if applicable), and nails.

Jewelry and Accessories: Excessive or dangling jewelry, including necklaces, bracelets, and earrings, can pose safety hazards. Employees are encouraged to keep accessories minimal and non-obtrusive.

Personal Protective Equipment (PPE): In certain situations, employees may be required to wear additional PPE, such as gloves or safety goggles, to ensure their safety.

#### **Special Considerations:**

Extreme Weather: During adverse weather conditions, employees may be allowed to wear appropriate outerwear, such as jackets or raincoats, over their uniforms.

Client Sites: When working at client sites, employees should adhere to the dress code and safety regulations of the client, if more stringent than our policy.

### **Consequences of Non-Compliance:**

Failure to comply with this dress code policy may result in corrective action, up to and including verbal counseling, written warnings, and potential termination of employment.

## **Review and Updates:**

This dress code policy will be periodically reviewed and updated as needed. Employees will be informed of any changes.

CNY Cleaning Solutions values the professionalism and safety of our team members. By adhering to this dress code policy, we ensure that our employees present themselves in a manner that reflects positively on our company while promoting a safe working environment.