

Employee Uniform Agreement

[Company Name]

Each new employee will be issued the listed uniform items documented below. Uniforms may differ within the company based on the position for which you have been hired. [Include details for what is required to be worn for the specific position here.]

Uniforms are provided at no cost to you [make necessary changes here if a uniform allowance is provided or if the specifics of cost are different]. Uniforms are considered company property. Upon issuance, uniforms become the responsibility of the employee but owned by [Company Name].

You agree that, as an employee of [Company Name], you will wear the designated uniform declared here and represent the company brand by upholding a professional image. A professional image includes the following: [include specifics here, such as proper personal hygiene, neutral makeup and hair color, covering of tattoos unless this conflicts with religious beliefs and clean and well-maintained facial hair.].

By signing, you agree to the following policy regarding uniforms:

- Uniforms will be kept neat, clean and in good condition at all times.
- Employees are responsible for the proper maintenance, laundering and care of these items. This includes laundering the uniform regularly.
- If the uniform needs to be replaced owing to normal wear and tear, the company will replace it at no expense to the employee.
- If anything outside of normal wear and tear results in the need for a replacement, the replacement will be at the employee's expense. Additionally, excessive damage to or loss of company uniforms may result in disciplinary action. Payroll deductions may be arranged to cover replacement cost.
- If an employee would like additional uniforms issued, please bring this to the attention of [Name of Contact].
- During the course of employment, all uniforms will remain the property of [Company Name]
- Upon termination of employment, or upon management request, uniforms are expected to be returned in a reasonable state and in their entirety.

- If the employee does not return the complete set, [Company Name] reserves the right to withhold a portion of the employee's final pay [dependent upon whether your state allows such deductions].

Failure to adhere to any of the guidelines or the policy listed above will be followed by disciplinary action and possible termination of employment.

If employees have questions regarding this policy or its implementation, they should contact [Name of Contact].

Items Issued

Item	Quantity	Cost Per Item	Date Issued	Signature of Recipient
[e.g., white company polo]	[3]	[\$20]	[9/5/2021]	

Total Items	3			
Total Cost		\$60		

By signing below, I verify that I was given the uniform items listed, and I understand and agree to all the policies outlined in this document.

Employee Name (please print)

Date: _____

Employee Signature

Date: _____

Supervisor Signature