

**Subject: Uniforms**

Approved: Patrick Bohlen

PROCEDURE: **Uniforms**

INTENDED AUDIENCE: LNR personnel.

PURPOSE: To present expectations for LNR employees of a consistent and professional appearance.

**I. Knowledge**

This procedure complements the Personal Protective Equipment (PPE) recommendations, but focuses on uniform expectations and issue.

**II. Safety**

Unless otherwise stated, it is the employee's responsibility to determine if added Personal Protective Equipment is needed and therefore must consult with their Supervisor prior to starting the task.

**III. Proper Outcome**

To have a consistent and professional appearance within the LNR department.

**Uniform Shirts**

- a. At the time of hire, employees will be issued 5 uniform shirts.
- b. Shirt shall be worn by the employee at all times and should be clean and in good condition.

**Note:** If shirts are torn, worn or stained, employee should request a new shirt from their supervisor.

- c. Industrial, button-down long and short sleeved shirts should be worn tucked in.
- d. Tee shirts and brown soy shirts can be worn untucked.
- e. Employees must wear uniform shirts at all times during work. No outside shirts are acceptable.

**IV. Jacket and Wind Breakers**

At the time of hire, employees will be issued 1 wind breaker and 1 jacket.

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**Note:** If weather conditions require employee to supplement issued shirts/jackets (e.g. sweatshirts, long sleeved polo shirt), clothing items must be plain or have UCF logos only.

**V. Hats**

- a. At the time of hire, employees will be issued 1 hat (safari, visor or ball cap) and 1 knit hat to be worn when weather is cool.

**Note:** If hats are torn, worn or stained, employee should request a new hat from their supervisor.

**VI. Safety Shoes**

- a. Employees are entitled to two (2) pair of safety shoes per year from a vendor authorized by LNR.
- b. If employee's shoes need to be replaced, the supervisor will issue a signed authorization form to be presented to the shoe vendor at the time of purchase.

**VII. Miscellaneous PPE**

- a. Short pants are permitted but must be in good condition and cannot conflict with the equipment PPE being used by the employee.
- b. Other miscellaneous PPE (e.g. gloves, ear plugs, chaps) will be requested and issued by the supervisor.