**Uniform Shirts and Name Tags Policy and Process**

This document outlines the policy and process for issuing and managing uniform shirts and name tags for all employees. These items are essential for maintaining a professional and consistent appearance across all locations.

**Issuance of Uniform Shirts and Name Tags**

1. **Initial Issuance:**
   * Each new employee will receive two uniform shirts and one name tag upon starting their position.
   * Items will be issued by the HR department or designated manager during onboarding.
2. **Semi-Annual Replacement:**
   * Employees are entitled to two additional shirts every six months at no cost.
   * Requests for semi-annual replacements must be submitted to the branch manager.

**Replacement of Damaged or Lost Items**

1. **Damaged Items:**
   * If a shirt or name tag becomes unusable due to wear and tear, employees can request a free replacement.
   * Damaged items must be presented at the time of the request to qualify for a free replacement.
2. **Lost Items:**
   * Lost name tags can be replaced for $5 each.
   * Additional shirts beyond the initial or semi-annual replacements can be purchased for $15 each.
   * Payment for lost or additional items must be made at the time of the request.
3. **Responsibility:**
   * Employees are responsible for safeguarding their uniforms and name tags. Repeated loss of items may result in a formal warning or other disciplinary measures as deemed necessary.

**Requesting Additional Items**

1. **Eligibility for Additional Items:**
   * Additional shirts or name tags can be requested at any time for operational needs or personal preference.
   * Requests must be submitted to the branch manager for approval.
2. **Procedure:**
   * Submit a written or digital request to the branch manager specifying the need for additional items.
   * Once approved, the employee will receive the requested items upon payment (if applicable).

**Usage and Presentation**

1. **Proper Use:**
   * Uniform shirts and name tags must be worn during all scheduled shifts.
   * Employees must ensure that their uniforms are clean and presentable at all times.
2. **Prohibited Actions:**
   * Sharing uniforms or name tags among employees is strictly forbidden.
   * Alteration of uniforms or name tags without approval is a violation of company policy and will result in disciplinary action.
3. **Manager Responsibility:**
   * Branch managers are responsible for ensuring all team members have the required uniform items.
   * Mismanagement of uniform distribution or tracking will reflect on the branch manager’s performance evaluation.

**Compliance**

1. **Monitoring and Enforcement:**
   * Regular audits will be conducted to ensure compliance with the uniform and name tag policy.
   * Any misuse, unauthorized issuance, or loss of items will be addressed promptly with appropriate disciplinary measures.
2. **Disciplinary Measures:**
   * First-time violations will result in a formal warning.
   * Repeated violations may lead to further disciplinary actions, up to and including termination.

This policy is in place to ensure a professional appearance across all locations and to streamline the process for managing uniform shirts and name tags. For any questions or clarification, please contact the HR department.