

1.0 Purpose

The purpose of this procedure is to ensure processes are in place for the procurement and distribution of uniforms to staff.

2.0 Responsibility

HR is responsible for ensuring that guidelines are carried out in accordance with the documented procedures that follow.

3.0 Procedures

3.1 Requirements

All staff are afforded a uniform package depending on their job.

The Line Manager determines what is required in terms of uniforms and safety gear for their department and submits this information to the HR for pricing and procurement.

3.2 Quotes

HR gets 2-3 quotes from vendors and provides the pricing information to the Line Manager so that they can seek approval in their annual department budget. Once approval is granted HR manages the overall uniform budget.

3.3 Inventory

HR maintains the inventory for regular distribution and makes purchases as needed. HR requests purchase orders from Accounts for staff for the purchase of non-stocked uniform items such as boots and pants.

4.0 Records

HR keeps records of all uniform distributed to staff by having them sign as having received any item of uniform. A copy is placed in their employee personnel file.

5.0 Issue

Upon issue, company uniforms become the responsibility of the employee for maintenance and care. If pieces require replacement, the employee is required to return the old parts in exchange for the new pieces.

New hires will be issued three uniforms as needed and weather gear or any other required PPEs as a part of new-hire assimilation. Uniforms are considered company property and are to be returned in the event of termination of employment.

Current employees submit their old uniforms for inspection by the HR before new/additional uniforms are issued. Uniforms will be issued on an as need basis.

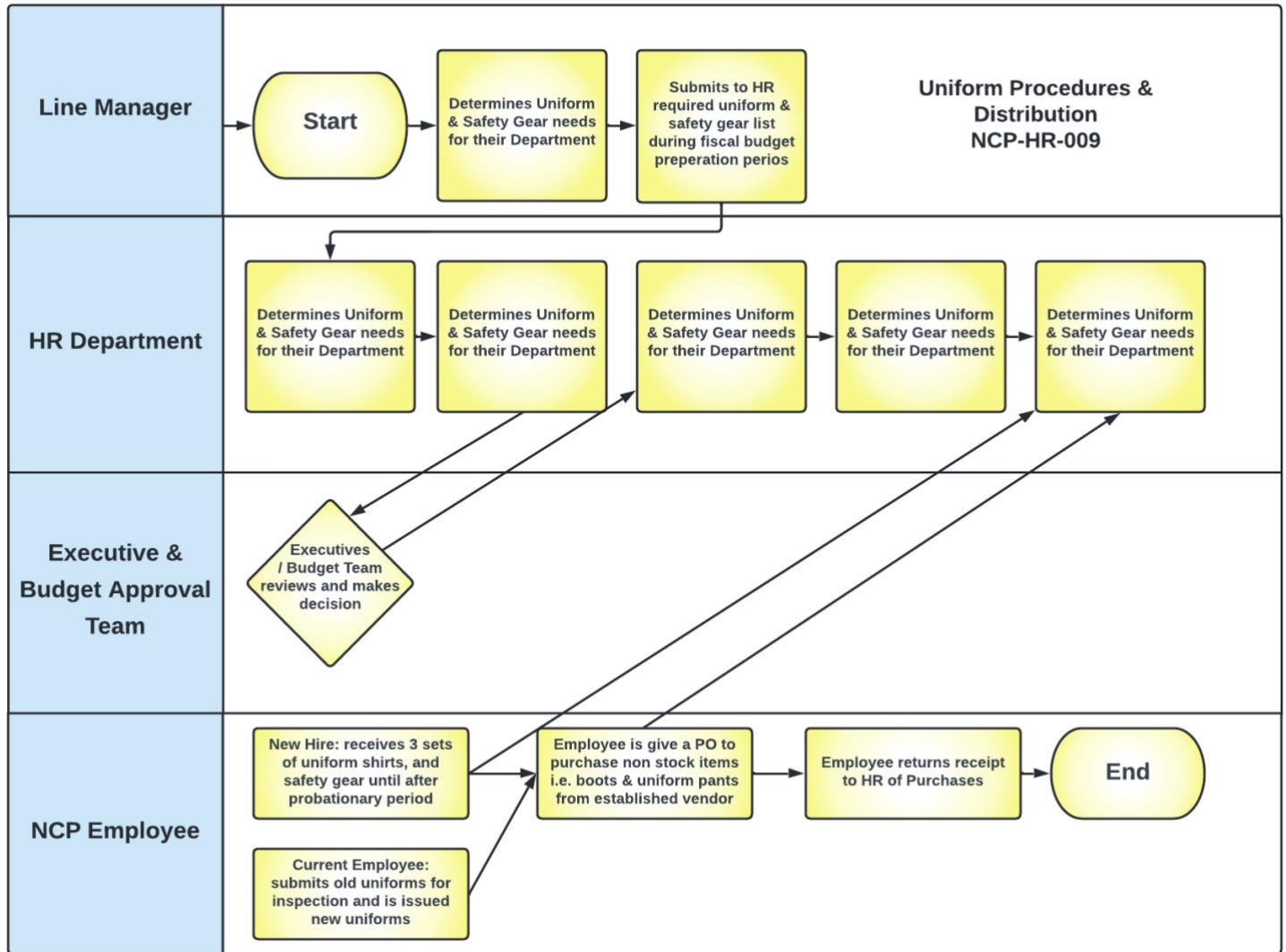
6.0 Return of Uniforms

In the event of termination of employment, employees are required to return all issued uniforms as part of the exit process. If all issued uniforms are not returned, NCPL will withhold final pay until items are returned to HR.

If staff have questions regarding this policy or its implementation, they should contact the Human Resource Department.

7.0Forms

- NCPL Uniform Distribution Record Form.HR-011.



3 shirts, jacket, and rain gear