

## **UNIFORM POLICY**

### **RATIONALE:**

In every company, a proper dress code must be followed. This policy outlines the proper usage of uniform and how we expect fellow team members to dress at work. Team members should know that our appearance matters when representing the company in front of clients, visitors, or other parties. By using company issued uniforms, team members are representing the vision, mission, and ideal image of the company. Some company uniforms, with the company logo or color on it, establish brand identity and brand awareness. A team member's proper usage of uniform creates a professional impression that can reflect the company and its culture. This impression also gives the team members a sense of identity and belongingness with the team members and company. Abiding by the company dress code, we are practicing the values of Responsibility, Respect and Team.

### **PURPOSE:**

The purpose of using uniform is to certify that team members are clearly identified as representatives of the company. The proper usage of uniform or proper dress code is also included in the company rules and regulations.

### **SCOPE:**

This policy applies to all team members.

### **DEFINITION OF TERMS:**

1. ATD- meaning authority to deduct. Deductions other than government remittances should be done through authority to deduct for team members to know.
2. Dress code - is a set of guidelines to make it easy for team members to know what is appropriate to wear to work.
3. Uniform - a distinctive clothing worn by members of the same organization.
4. Smart Casual Clothing – dress code that typically comprises well-fitting, neat and appropriate pieces that are slightly less formal than a business casual or business professional dress code. See description of acceptable clothing items below. May be worn on Wednesdays if no Proware is available.
5. Proware- Official school shirts of STI College which can also be used by staff or team members of Sophia, STI, and Shared Services. Proware shirts are to be worn on Wednesdays.
6. Department Shirts – shirts designed for use of specific departments approved by the Department Director, HR Director, and BOD. May be used in place of uniform, Proware, or smart casual clothing depending on the department's agreement with the HR Director. The budget allocated for the department shirts must be approved by the BOD (HR Director and VPO/President).
7. Sales Shirts- shirts designed to promote the company, Sophia Jewellery Inc. (SJI) to clients.

### **WHAT IS PROWARE DRESS CODE?**

Proware is the official school shirts of STI College which can be used by staff or team members of Sophia Jewellery, Inc., STI College Zamboanga, and Shared Services. The company encourages all team members to avail and use Proware in replacement of ordinary wash day clothes. By using the company's Proware shirt it helps promote the company to any prospective client, customer, and other parties. It also helps create awareness for our clients, customers, etc., regarding the company. Proware shirts are to be worn on Wednesdays.

### **APPROPRIATE DRESS STANDARDS IN THE WORKPLACE:** (Sample Pictures are in Annex A.)

1. Sports coats
2. Blazers
3. Sweaters

4. Fitted skirts (below the knee and 2 inches above the knee)
5. Cardigans
6. Polo shirts
7. Slacks/Fitted black pants
8. Long sleeves with collar
- 9.
10. Leather closed shoes
11. Company Uniforms
12. Blouses
13. Collared shirts/Polo shirts

**EXAMPLE:**



**INAPPROPRIATE DRESS WORN IN THE WORKPLACE:** (Sample Pictures are in Annex A.)

1. Mini Skirts ( 5 inches and above the knee)
2. Spaghetti strap blouses
3. Tube tops
4. Plunging v-neckline tops
5. Ripped jeans
6. Slippers
7. Shorts
8. Sandal (flat-open toed shoes)
9. T-shirts ( that expressively show support to competitors)
10. Overtly sexually suggestive attire

**EXAMPLE:**



**RESPONSIBILITIES OF TEAM MEMBER:**

1. Must comply with the proper dress code set by using the company issued uniform.
2. Must wear business attire during onboarding days until uniform is released to him/her.
3. Upon receipt of uniform, signs an agreement which states the guidelines and terms referring to the proper usage of uniform.
4. For probationary SJI/ TNGC team members, upon receipt of the uniform, team members must sign the uniform agreement which states all guidelines and terms upon receiving and using the uniform and Authority to deduct (ATD) to shoulder the sets of uniform released. 3 sets of uniform will be released to TNGC/Shared Services team members and 2 sets will be released to SJI team members.
5. Upon issuance, company uniforms become the responsibility of team members for maintenance and care.
6. In case the uniform is lost or damaged (example: fire), active team members must inform HR of said concern and submit an Incident Report as to why the uniform is lost or occurred damage. If a team member wishes to request another set of uniform. A request letter should be attached to the Incident Report.
7. Team members will shoulder the cost for the requested uniform.

**RESPONSIBILITIES OF DEPARTMENT HEAD:**

1. Set as an example in following the proper dress code set by the company by also using the company issued uniforms.
2. Make sure all team members in the department are using uniform or proper dress code by checking and giving reprimands for those who do not follow the rules.
3. Give reprimand or issue a Notice to Explain to team members if team members did not use uniform or did not abide by the proper dress code set by the company.
4. Must facilitate the negotiation of non-use of company uniform or use of another uniform like department shirt with the BOD(HR Director and VP for Operations).
5. Make a budget request for the department shirts and have it approve it by BOD (HR Director and VP Operations).

**RESPONSIBILITIES OF HR RECRUITMENT:**

1. Releases company uniform to new team members if readily available:
  - a. For SJI
    - a. Probationary - 2 sets of uniform will be released together with an agreement and ATD that should be signed by the team member upon receipt of their uniform
    - b. Regular team members - previous probationary uniforms should be surrendered first before releasing new uniforms.
  - b. For TNGC, a set of uniforms will be released to new team members a month after their onboarding date or if there is an available set of uniform to be released.
2. Coordinates with HR Records before releasing the uniform.
3. Conducts monthly inventory, preferably every 25<sup>th</sup> of the month to monitor the level of stocks.

**RESPONSIBILITIES OF HR RECORDS STAFF/ HR Employment Relations Officer (ERO):**

1. Coordinates with HR Recruitment if there is a schedule for release.
2. Prepares uniform agreement for every team member given with a uniform.
3. Have proper monitoring on who availed the uniform given by the company and of the completeness of agreements and ATDs. ATD monitoring on uniforms should be monitored by both payroll master of Accounting Department and HR Records Staff by using google sheets for easier access.
4. Requisition of a new set of uniforms for TNGC/Shared Services.
5. Conduct inventory with HR Recruitment to secure enough stock of uniforms.

6. HR ERO will issue 13A upon receipt of the Incident Report and have 13A review by the team member's department head and approval by the HR Director.
7. HR ERO will facilitate requisition of uniform for Sophia Jewellery Inc. (SJI) team members.

#### **RESPONSIBILITIES OF HR DIRECTOR:**

1. Vets and signs completed uniform agreement.
2. Discusses and approves requests of other departments/specific team members regarding non-use of uniforms or use of alternative uniforms like department shirts, and if justified, forward requests to VP Operations for approval.
3. Personally negotiates or oversees negotiation of supplier orders for TNGC uniforms.
4. Consider each request for exemption from uniform policy and approve or reject pursuant to company values, culture, and standards.
5. Signs or approves 13A/13B regarding uniform lost or damage.
6. Reviews and notes request letters of team members for new uniform requisition and forwards to VP Operations/ President's approval.
7. Reviews uniform requisition and forwards to VP Operations/ President's approval.

#### **RESPONSIBILITIES OF ACCOUNTING:**

1. Processes uniform deduction for team members.
2. Monitors uniform deductions of team members and refunds once team members are regularized.
3. Processes budget for uniform requisition.

#### **RESPONSIBILITIES OF MIS**

1. Conduct test runs to test if digital ATD is working smoothly or has any system defect.
2. Must see to necessary repairs of the ATD system to fix any repairs or glitches on the system.
3. Updates ATD system if there is an update.

#### **RESPONSIBILITIES OF AUDIT:**

1. Verify and secure that all parties follow the process by conducting spot audits.
2. Conducts spot audit to check if all processes and policies are followed.
3. Assist in inventory of Uniform Supply.
4. Notify MIS and HR about the system if there is discrepancy.

#### **GUIDELINES ON COMPANY UNIFORM USAGE AND SCHEDULE:**

1. For TNGC or Shared Services, both probationary and regular team members will be issued company uniforms.
2. For Sophia Jewellery Inc. probationary team members, pink uniforms will be released simultaneously, team members will accomplish ATD for deduction. Once a team member passes the probationary period, a refund will be made 30-days after the date of regularization. And the pink uniform must also be returned. Once regular, team members will be given a new set of uniform (violet uniform), the cost of which will be shouldered by the company.
3. For Shared Services, the schedule of usage of uniforms will be Monday, Tuesday, Thursday and Friday. Proware shirts will only be used on Wednesdays.
4. For SJI (Sophia Jewellery Inc.), wearing uniforms will be from Monday to Sunday. Sales shirts are only to be worn when allowed by the Sales Director.

5. For Shared Services and SJI probationary team members, he/she shall shoulder the amount of the total cost of uniform thru salary deduction.
6. For Shared Services and SJI regular team members, uniforms shall be free of charge provided that the team members have been with the company for more than one (1) year at the time uniforms were issued.
7. In case of damaged beyond repair or loss of uniform, team members should inform HR right away and draft an Incident Report (IR) explaining why the uniform was damaged or lost. 13A will be issued to team members, and team member will reply to explaining his/her side. After discussion of the report, results will be discussed to team members and an ATD should be signed for team members to shoulder the total cost of the uniform thru salary deduction or thru cash if team member is resigning or already separated from the company.
8. For security purposes, team members must return all company issued uniforms which are in good condition (SJI or Shared Services Uniform). This will prevent terminated or separated team members from using the uniforms to make or commit illegal acts against the company or may damage the company's reputation.
9. Wednesday are for proware or casual days. Shared Services team members are advised to use a proware shirt or Sales (Sophia Jewellery Inc) shirt to help promote the company to outside parties. Old Proware shirts of STI can still be used on Wednesdays.

#### **TERMS AND CONDITIONS BETWEEN SHARED SERVICES TEAM MEMBERS AND TNGC**

1. The use of uniform is a requirement for team members to work in the employee's respective assignments. Failure to report for work in uniform will be considered absent for the day.  
Exception:
  - a. Wednesdays- Proware shirt is worn to promote the company inside and outside the premises. Smart Casual attire or department shirt may also be worn. Bottoms must be presentable meaning no ripped jeans, micro mini skirt, shorts. Availment of Proware shirts are subject to authority to deduct or payment first basis.
  - b. Department Shirt - certain departments have their own department shirt which they can wear during weekdays and weekends as long as it is approved by the BOD (HR Director and VP Operations).
  - c. Excused by Immediate Supervisor - team member must have a signed excuse slip saying that he/she won't wear a uniform. The excuse slip must be submitted to HR for monitoring.
2. All regular team members shall be given **3 sets of uniform** for free.
3. Probationary team members who are given set of uniforms shall shoulder the total cost of the uniform through salary deductions at 10% of the total uniform value every payday for the whole probationary period. The deducted amount will be refunded to them within thirty (30) days from regularization by the team member.
4. Probationary team members will be given **3 sets of uniform** after a month of their onboarding date.
5. Any alterations or repairs on the new uniform set will be for the account of the team member.
6. Should the probationary team member resign or be dismissed by the company before regularization, the team member agrees to return the said uniform in order for him/her to be refunded. The refund amount of the said uniform is amount actually deducted.
7. Should a regular team member resign or be dismissed by the company within a one year-period from the uniform issuance, team member agrees to return the released uniform to the HR department for him/her to be cleared and reimburse the company for the remaining months of the one-year period computed at 1/12 of the price of the uniform stated above for every month.

8. For probationary team members with the obligation to return uniforms, uniforms to be returned should be in good condition. A few alterations (such as replacement of missing buttons or zipper of the uniform or when team member takes in the uniform temporarily by sewing parts of it because released uniform is not fitted.) will still be considered in good condition. If uniform returned is already damaged, team members will have to pay the total cost of the uniform. Probationary team members returning damaged uniforms or unable to return uniforms will continue to pay the total cost of the uniform and will not receive any refund, even if they are already qualified for regularization. For resigning and to be dismissed team members, they will need to pay the total cost of the uniform deducted through quit claim or through cash basis.
  
9. For security purposes, team members are required to return all company issued uniforms after separation. This will prevent terminated or separated team members from using the uniforms to make or commit illegal acts against the company or may damage the company's reputation.
  
10. During Wednesdays, team members are to use Old STI Proware Shirt and Sales Shirts. If team members do not have any proware shirts, team members are to wear business attire during Wednesday.

#### **TERMS AND CONDITIONS BETWEEN TEAM MEMBER AND SOPHIA JEWELLERY INC.**

1. The use of uniform is a requirement for team members to work in the employee's respective assignments. Failure to report for work in uniform will be considered absent for the day.  
Exception:
  - a. Department Shirt- certain departments like Supply Chain has their own department shirt in which they can wear during weekdays and weekends as long as it is approved by the BOD.
  - b. Excused by Immediate Supervisor- team member must have a signed excuse slip referring that he/she won't wear uniform.
  - c. Sales Shirt- Sales Department also has their department shirt in which they can wear if it is approved by the Sales Director or if Marketing Department will advice Sales to use shirt for promotions.
  
2. All regular team members shall be given **3 sets of uniform** for free.
3. Probationary team members who are given set of uniforms shall shoulder the amount of \_\_\_\_\_ (Php \_\_\_\_\_.00) representing the total cost of the uniform through salary deductions at 10% of the total uniform value every payday for the whole probationary period. The deducted amount will be refunded to them within thirty (30) days from regularization by the team member.
4. For Sales, all APS will provide their own uniform which consists of long sleeves (no pocket), black slacks (no pocket) and pink or purple scarf.
5. For Sales, Probationary team members will be given **3 sets of pink uniform**. Upon receiving of uniform, team member will accomplish ATD to shoulder the total cost of the uniform.
6. For Sales, after completing the probationary period, upon regularization, another **3 sets of purple uniform for free** will be released to new regularized team member. But before receiving the new set of uniform the probationary uniform will be returned to HR.
7. Should the probationary team member resign or be dismissed by the company within a one year-period from the uniform issuance, the team member agrees to return the said uniform in order for him/her to be refunded. The refund amount of the said uniform is the months he/she paid.
8. If resigned or dismissed probationary team member wishes to not return the uniform he/she will have to shoulder the remaining months needed to be paid in full payment to be deducted on his/her quit claim. If quit claim can't cover the remaining balance of the uniform, team member will have to pay in cash in order for clearance and COE to be released.
9. Should the team member resign or be dismissed by the company within one year-period from the uniform issuance, team member agrees to return the released uniform to the HR department for him/her to be cleared.

10. For probationary team member, either for regularization, will resign or to be dismissed, uniforms to be return should be in good condition. A few alterations will still be considered in good condition. If uniform return is already damage, team member will have to pay the total cost of the uniform. Probationary team member for regularize will continue to pay the total cost of the uniform and will not receive any refund. For resign and to be dismissed, they will need to pay the total cost of the uniform deducted through quit claim.
11. For security purposes, team members are encouraged to return all company issued uniforms which are in good condition (SJI or Shared Services/TNGC Uniform). This will prevent terminated or separated team members from using uniforms to make or commit illegal acts against the company or may damage the company's reputation.

#### **EXEMPTIONS FROM UNIFORM RULE**

Team members are only exempted in wearing uniform if and only if;

1. Team members who have their own department shirt approved by HR Director and VP Operations.
2. Department Head asks for approval from the HR Director through a request letter to wear proware attire on limited days. Applicable reasons to be considered will be for example department will do a general cleaning of office or transfer of office.
3. New team members who have not yet received their uniform.
4. For Shared Services/TNGC, pregnant women will be allowed to wear maternity dress provided it will not violate the company dress code.
5. For Sophia Jewellery Inc./SJI - pregnant women still need to wear purple blouses (maternity blouses) in the same shade as the SJI uniform and with black slack pants.

#### **DISCIPLINARY CONSEQUENCES**

When a team member disregards the proper dress code set by the company, the immediate head/supervisor should reprimand them by writing an Incident Report and forwarding it to HR ERO for grievance process. With this, the value of RESPONSIBILITY should be always reminded to every team member. If a team member consistently fails to abide by the proper dress code, the team member should be issued a reprimand with the appropriate penalty if found guilty by a panel after hearing.

#### **SCHEDULE OF COMPANY DRESS CODE:**

1. For TNGC Team Members, schedule the usage of the prescribed uniforms is every Monday, Tuesday, Thursday and Friday.
2. Wednesday are for proware or casual days. TNGC team members are advised to use a proware shirt or Sales (Sophia Jewellery Inc) shirt to help promote the company to outside parties. Old Proware shirts of STI can still be used on Wednesdays.

#### **PROCESS OF REQUISITION OF UNIFORM: (SHARED SERVICES):**

1. HR Records coordinates or sets an appointment with the official tailor/supplier for the measurement of uniform.
2. Once tailor/supplier approves or agrees with the scheduled date for uniform measurement. HR will proceed to gather the list of all team members to be issued with a uniform.
3. HR sends a complete list to M'Aljanet Fabila (tailor/supplier) for her reference.
4. Once the list and schedule is settled, HR will release a memo indicating the schedule of uniform measurement. Different schedules will be set out for different departments to avoid overwhelming the tailor/supplier.
5. HR Records Staff will be responsible in coordinating and communicating with the supplier for updates regarding the uniforms.
6. HR Records will request for the invoice or payment statement for the uniforms from the supplier. HR Records will communicate with the supplier regarding the down-payment and full payment of the uniforms. Both shall agree that full payment will be made once orders are received.

7. Once HR Records receives invoice, it will be forwarded to HR Director and President to sign and approve thru email or shared dropbox folder.
8. Once the invoice is approved, HR Records will forward the approved invoice and list of team members for uniform measurement to accounting (AP Staff) thru email or dropbox.
9. AP Staff will process down-payment for uniforms and have it reviewed and signed by the Accounting Supervisor and approved by the Finance Director.
10. Check and check voucher will be processed by AP Staff and forwards to the Accounting Supervisor for review and signing. The Accounting Supervisor will review both the check and check voucher but will only sign the check voucher. Check will be approved and signed by the Finance Director.
11. A deposit slip will be prepared for the uniform payment to be deposited on the account of the tailor/supplier.
12. Once payment is deposited, AP Staff will forward a copy of the deposit slip to HR.
13. HR Records Staff will scan and email the deposit slip for supplier's reference.
14. HR Records will ask for updates (2 times per week) regarding the uniform and when it will be shipped.
15. Once orders are received, HR Records will conduct inventory to check accuracy of the number of uniforms/orders that arrived.
16. If orders are complete, HR Records will proceed to inform accounting (AP Staff) to process the full-payment of the uniform.
17. AP Staff will then process the full-payment for the uniforms, check and check voucher will be processed by AP Staff and have it reviewed by the Accounting Supervisor.
18. After the Accounting Supervisor reviews the check and check voucher and forward it to the Finance Director for signature and approval.
19. Steps 11-13 above will be repeated.

#### **PROCESS OF REQUISITION OF UNIFORM: (Sophia Jewellery Inc.):**

1. HR Employment Relations Officer (ERO) will make a request letter for requisition of new sets of uniform.
2. Request letter will be forwarded by HR ERO to HR Director thru dropbox for approval.
3. Approved request letter will be forwarded to the Sales Director. The Sales Director will forward requests to suppliers.

#### **FREQUENTLY ASKED QUESTIONS (FAQ'S)**

- 1. When will new team members get the official Uniform?**
  - All Shared Services team members can avail uniform a month after their Onboarding date. As for Sophia Jewellery Inc. they have their designated uniforms for APS, Probationary and Regularization. For Sophia Jewellery Inc. team members.
- 2. What should new team members wear when they are not yet released a uniform?**
  - Both TNGC(Shared Services) and Sophia Jewellery Inc., all new team members must be in business attire. For SJI team members, apprentice (APS) will provide their own uniform based on the prescribed uniform for APS. This is to abide by the company's policy on dress code.
- 3. Is it okay not to pay for the uniform during the probationary period?**
  - Based on the terms and guidelines set on the availment of the uniform, all probationary team members must shoulder the amount. Upon regularization, the deducted amount for the uniform will be refunded.
- 4. When is the proper day/s to wear the uniform?**
  - The HR Department has set a schedule when to use uniform, business attire and a proware shirt. Every Wednesday, all team members must be in their proware or business attire.

**5. What if the old uniform doesn't fit anymore?**

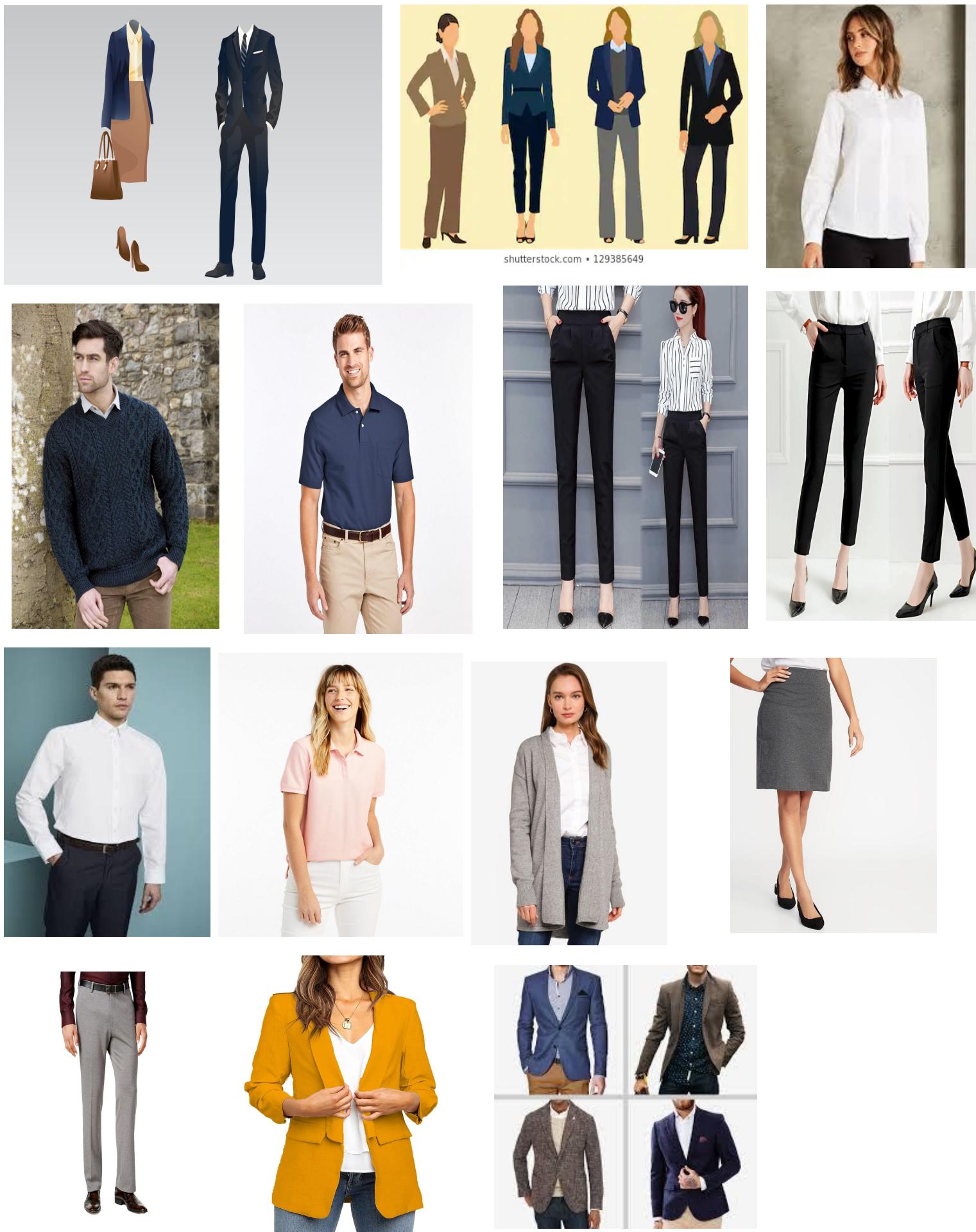
- The team member must then be in business attire during M, T, TH, and F and proware on Wednesdays. But before he/she cannot wear the uniform, an excuse slip or a letter must be approved by the department head and HR Director stating that he/she is allowed to enter the company premises without using proper uniform.

**6. Why is there a need to wear a uniform?**

- Wearing a uniform is to certify that all team members in any given workplace are identifiable as team members and not customers or outsiders.

## ANNEX A: SAMPLES PICTURES

### 1. Appropriate Attire (Business Attire) in the workplace:



**2. Inappropriate Attire in the workplace:**



**Sample Uniforms for Sophia Jewellery Inc.**



Note: Sample APS Uniform (left); A white collared long sleeves, black slacks, 2-inch black close shoes; Sample Probationary Uniform (Middle); A Sophia Jewellery Collared white shirt, a pink skirt and 2- inch black closed shoes; Regular Uniform (Right); Violate Blazer, Light Violet inner blouse, violet slacks and 2-inch black close shoes.

**3. Sample TNGC/Shared Services Uniform**

For Girls/Women:



**For Boys/Men:**



**4. Sample Proware Shirt**



**5. Sample Sales Shirt**

I HEART SOPHIA SHIRT



Front Shirt  
Design



Back Shirt  
Design

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