

Proposal: Uniform for Driver /Helper /Mechanic of KFG, KIVIL & KFIL
Ref: Transport/Pr-01/31-10-19 (Amendment no. 1)

1. Introduction

KFG management is going to implement a uniform policy that specifies business attire for the fleet operators (Driver/helper) and mechanics. This will ensure that everyone in the workplace is dressed according to the standards dress code.

2. Objectives

- Develop a corporate identity on works which makes Drivers/Helpers/Mechanics more responsible and professional in work.
- It will avoid making inappropriate individual choices in dress that could cause a safety problem.

3. Benefits

- A more professional approach regarding dress and attire
- Help Company Branding
- Increase in morale and motivation
- Prioritize Safety
- Increase in sense of responsibility

4. Uniform Description:

Uniform should be disbursed once in a year (Preferably in June) as per below mentioned quantity:

Position: Driver

Shirt: Half and full sleeves Safari Style, Color: Ash, Sample is attached.

Shirt Quantity: 4 Pcs

Pant: Navy Blue

Pant Quantity: 4 Pcs

Safety Shoe: N/A

Safety Shoe Quantity: N/A

Position: Helper

Shirt: Half and full sleeves Safari Style, Color: Black, Sample is attached.

Shirt Quantity: 4 Pcs

Pant: Navy Blue

Pant Quantity: 4 Pcs

Safety Shoe: N/A

Safety Shoe Quantity: N/A

Position: Auto Mechanic

T-Shirt: Color: Ash, Sample is attached.

Shirt Quantity: 8 Pcs

Pant: Navy Blue (Track Suit)

Pant Quantity: 3 Pcs

Safety Shoe: Black

Safety Shoe Quantity: 2 Pairs

5. Making Process:

- a) For Driver & Helper, Company will provide fabrics for Pant, Shirt & Logo with a making charge of TK 800/ per Shirt (Half-sleeves Safari Style) & TK 400/ per Pant.
- b) Concerned organization (KFG /KML /KFIL) will provide the making (sewing) charge after submitting of bill by Driver / Helper.
- c) For Auto Mechanic, Company will provide the T-Shirt, Track suit and Safety shoe.
- d) Fabrics for uniform will be distributed from Transport workshop Ashulia and the washing charges (laundry bill) of company's uniform shall be borne by the user.

6. Rules and Regulation

- The Policy is applicable for all permanent Driver /Helper /Mechanic of KFG /KML /KFIL. It is mandatory for Driver /Helper /Mechanic to wear uniform at Job

Place. Management can take disciplinary action for any violation of the uniform policy.

- During probationary period any Driver Helper / Mechanic will not be entitled for getting official uniform.
- When a Driver / Helper /Mechanic resigns from his position, he should return/ submit his uniform in order to get clearance, otherwise the cost of uniform will be deducted from his salary /Final payment.
- If anyone loses or tears his official Uniform then the Driver / Helper/Mechanic will purchase by his own arrangement up to the next calendar year.

7. Approval Authority

Gail Rasel-Bin-Salam, GM-Transport
Alfas K.Chowdhury, DGM-ER& Admin
Ishtiaq Ahmed, CEO(Poultry & Feed)
Director, Kazi Farms Group