

	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : General Administration	
SR.HR.P.01.002	Policy : Safety Grooming and Uniform Standard	
Supersedes Policy No: <u>n/a</u>	Issued on: 30 October 2017	Effective Date: 8 November 2017

Purpose:

Savann Legend Resorts Sole Company Limited strictly complies to Lao Labour Law Section VIII, Chapter 1, Article 117 – 120. It is the obligation between State, Employer and Employee to follow in order that all lives in company is safe.

Therefore, any types of employment, included the sub-contracted workers must follow the safety uniform standard and it is compulsory.

Procedure:

1. **Dress Code**

- 1.1 Everyone is required to wear clean and neat, properly fitted and maintained form
- 1.2 No shorts or casual vest are not allowed
- 1.3 Always affix the name tag during the work time (started from recording in/out)

2. **Shoes**

- 2.1 Shoes should be in good condition, clean and polished (if applicable)
- 2.2 Preferable shoes are the safety type. However the sport shoes are compromised where the work areas may not be required.
- 2.3 Shoes should have a professional image without any extravagant decorations
- 2.4 Shoes are to be worn properly and at all times
- 2.5 Flip-flops, sandals, platform shoes are not permitted

3. **Hair and Nails**

- 3.1 Hair must always be clean (no Mohawks, dreadlocks or patterns on heads, etc.) short and appear natural
- 3.2 Keep nails short and clean
- 3.3 Regular shave and looks good at all time

4. **Safety Equipment (provided by company)**

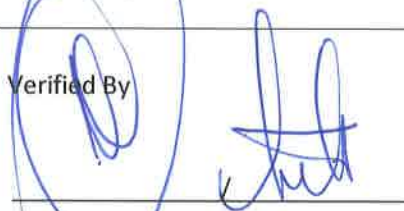
- 4.1 Wearing the helmets at all times when working in the construction area (indoor/outdoor)
- 4.2 Wear gloves and eye protection (glass)
- 4.3 Wear safety vest or flame resistant shirt in certain work areas, such as; street, dark area,
- 4.4 All equipment users must clean and keep back those items when finished with good care
- 4.5 It can cost charge once the user misuse from the instruction

Initiated By



Director - Human Resources

Verified By



Director – Facility/ Director - Security

Approved By



Chief Operating Officer 9/11/17

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5. Accessories

- 5.1 Nose stud Anklets are not permitted
- 5.2 Always maintain fresh breath, a breath freshener is recommended (No chewing gum)
- 5.3 Shower regularly and always maintain impeccable personal hygiene

6. Notes

- 6.1 Security has the authority to patrol, check the safety grooming, warn and walk out the non-compliance of safety grooming and uniform standard workers
- 6.2 Management will not consider to rehire the workers and may influence to the third party contract agreement
- 6.3 Facility department regularly check the equipment quality and quantity and daily check the inventory to ensure all are enough and ready to use
- 6.4 Any users are responsible for losing the company protection equipment and/or damaging it by recklessness
- 6.5 Company will not support the medical treatment if the injury is caused from avoiding using the safety equipment
- 6.6 Human Resources, Facility and Security reserves the right to warn the workers who do not comply with Safety Uniform Standard
- 6.7 Smoking in the prohibited and/or risky areas will cause instant termination and responsibility of any issues
- 6.8 Outsourced company is required to fill up the form 'Safety Compliance Declaration' and enforce each own worker to comply and be responsible for any consequences.

<p>Initiated By</p>  <p>Director - Human Resources</p>	<p>Verified By</p>  <p>Director – Facility/ Director - Security</p>	<p>Approved By</p>  <p>Chief Operating Officer</p>
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