

	<p align="center"><b>UGEE CHEMICALS</b></p> <p align="center">Plant General SOP</p>	<p align="center"><b>SOP</b></p> <p align="center">Standard Operating Procedure</p>	
<p align="center"><b>WORK WEAR POLICY</b></p>			
SOP #: UCL/IBDSITE/CD/HR/02.0	Issuance Date:	As at Last Signature	
	Revision Date:	Maximum 2 years from Effective Date	
	Effective date:	November 15, 2022	
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### 1.0. INTENT

The policy provides easy identification for all employees, help to distinguish UGEE employees from non-UGEE employees.

It also ensures uniformity in the standard of work wear across the Plant, in line with the General Manufacturing Standard practices.

### 2.0 POLICY SCOPE

All employees working in Ibadan Plant are expected to comply with this policy.

### 3.0 RESPONSIBILITIES

#### Plant Employees

It is mandatory that all employees wear these clothes **AT ALL TIMES** when working in the plant. This includes weekends and public holidays, when you are in the premises for up to one (1) hour.

If in doubt on whether or not a piece of clothing is business appropriate, talk to your manager or the HR manager.

#### Operations Managers

Operations Managers are responsible for reinforcing adherence and challenging non-compliance.

If you notice an employee is not complying with this policy, address with the employee immediately for correction.

#### Plant Receptionist

Plant receptionist is responsible for reinforcing adherence at entry, challenging non-conformity to standard and calling HRM attention to any violator.

### 4.0 WORK WEAR GUIDELINES

Employees have the flexibility to wear their personal clothing from home but must change **immediately** to work wear on once they are within the Plant premises. Employees can be on mufti if on vacation and are not spending more than two hours (2 hrs.) within the premises

#### Mondays to Wednesdays:

Employees are to wear the standard work wear (UGEE branded Royal blue shirts) .

#### Thursdays, Fridays and Weekends:

These are **Flex Work-Wear Days**. Employees can wear any of the branded shirts indicated below. Employees who do not have any of the shirts indicated can wear his/her UGEE branded shirts all through the week.

<p align="center"><b>SOP OWNER</b></p> <p align="center"><i>[Signature]</i></p> <p align="center">Adenike Agiri</p> <p>Date: <i>Nov 7, 2022</i></p>	<p align="center"><b>QA APPROVAL</b></p> <p align="center">-----NA-----</p> <p>Date:</p>	<p align="center"><b>HS&amp;E APPROVAL</b></p> <p align="center">-----NA-----</p> <p>Date:</p>	<p align="center"><b>AUTHORISATION</b></p> <p align="center"><i>[Signature]</i></p> <p align="center">Abass Sadik</p> <p>Date: <i>7th Nov 2022</i></p>
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Allowed Thursday and Friday and weekend wears- this is subject to change as the plant have more branded shirts to mark special occasions/celebrations.



#### Expectation for Bottoms (Material, Style and Location)

Material	Bottoms	Allowed Color's within the premises	Work Area
<b>(All plain materials)</b> Jeans Chinos Cotton Linen Khaki	Trousers	<b>Long Blue/Black/Brown/Grey (Males)</b>	All Areas
		<b>Long to 3/4-length Blue/Black/Brown/Grey (Females)</b>	
	Skirts	<b>Long to Knee-length Blue/Black/Brown/Grey (Females)</b>	
	Gown	<b>Long to Knee-length Blue/Black/Brown/Grey (Females)</b> must be a uniform deployed to all	
		<b>Not Allowed within the premises</b>	
		<ul style="list-style-type: none"><li>- All Other Colours not mentioned above</li><li>- Ripped-off clothing i.e., Jeans, Trousers, Skirts</li><li>- Flip Flops, Slippers etc.</li><li>- Shorts skirts above knee length</li><li>- Knickers for both men and women</li><li>- Pattern materials for skirt/trousers</li></ul>	

#### 5.0 EXTERNAL ENGAGEMENT OUTSIDE THE PROMISES

Your dressing should help achieve your business goals. Therefore, it is important when meeting external parties to wear formal business attire or other appropriate wear as directed by the organizers of the meeting/event.

#### 6.0 DISPOSAL OF WORK WEAR

Old and Faded Work Wear must be disposed off\* properly for **internal control reasons**, any form of violation will not be tolerated.

Work wear with company logo and name cannot be transferred to other non-staff of the company

##### \*Disposal Methods include:

1. Shredding to pieces
2. Defacing

*\*This is subject to change when recycling options are available.*

#### REASON FOR UPDATE

Version: New

##### Version 1:

New branded shirt addition to flex-work wear days and inclusion of guideline during employee vacation period

Addition of Plant receptionist responsibility.