

# WORK WEAR PROCEDURE



**UGEE CHEMICALS LIMITED**

UGEE Chemicals Ltd  
Ibadan Plant  
QUALITY ASSURANCE DEPT,  
**APPROVED COPY**  
RESTRICTED DOCUMENT  
VALID IF SEEN IN GREEN

Document No: UCL-QMS-HR-SOP-02

Version No: 1.0

Effective Date: 28<sup>th</sup> Feb. 2025

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## WORK WEAR POLICY

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### 1.0 PURPOSE

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 SCOPE

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

### 3.0 TERMS & DEFINITIONS

Not Applicable.

### 4.0 RESPONSIBILITY & AUTHORITY

The following positions are generally involved in the QMS document creation, review, approval, and updating processes although each person's involvement is dependent on the document type:

No.	Position	Description of Responsibility
a	Plant Employees	<ul style="list-style-type: none"><li>● It is mandatory that all employees of wear these clothes AT ALL TIMES when in the plant. This includes weekends and public holidays, when you are in the premises for up to one (1) hour.</li><li>● If in doubt on whether or not a piece of clothing is business appropriate, talk to your manager or the HR manager.</li></ul>
b	Operations Managers	<ul style="list-style-type: none"><li>● Operations Managers are responsible for reinforcing adherence and challenging non-compliance.</li><li>● If you notice an employee is not complying with this policy, address with the employee immediately for correction or escalate to HR where applicable.</li></ul>
c	Plant Receptionist	Plant receptionist is responsible for reinforcing adherence at entry, challenging non-conformity to standard and calling HR Manager attention to any violator.

Created by: Human Resources Manager  
Reviewed by: Operations Manager

Approved by: Plant Manager





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### 5.0 POTENTIAL RISKS

Not Applicable

### 6.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED

Not Applicable

### 7.0 DESCRIPTION OF ACTIVITIES

#### 7.1 WORK WEAR GUIDELINES

Employees have the flexibility to wear their personal clothing from home but must change immediately to work wear once they are within the Plant premises. Employees can be on mufti if on vacation and are not spending more than one hour (1 hr) within premises. Employee on mufti due to vacation can be allowed to work the reception where applicable.

##### 7.1.1 Document Identification & Description

###### a. Mondays to Wednesdays:

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



###### b. 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 below can wear his/her UGEE standard work wear (UGEE branded Royal blue shirts) all through the week.

This is subject to change as the plant have more branded shirts to mark special occasions/celebrations.

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### C. Work wear combination with sweat shirts/sweater



### D. Expectation for Bottoms: skirts, gowns and trousers (Material, Style and Location)

Material	Bottoms	Allowed Color's within the premises	Work Area
(All plain materials) Jeans Chinos	Trousers	Long Blue/Black/Brown/Grey (Males)	All Areas
		Long to 3/4-length Blue/Black/Brown/Grey (Females)	
	Skirts	Long to Knee-length Blue/Black/Brown/Grey (Females)	

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Cotton Linen Khaki	Gown	Long to Knee-length Blue/Black/Brown/Grey (Females) must be a uniform deployed to all ladies	
		Not Allowed within the premises	
		All other colors not mentioned above Ripped-off clothing i.e., crazy Jeans, Trousers, Skirts Flip Flops, Slippers of any type etc. Shorts skirts above knee length Knickers for both men and women Pattern materials for skirt/trousers	

### 7.1.2 FOOT WEAR GUIDELINES



### 7.1.3 EXTERNAL ENGAGEMENT OUTSIDE THE PREMISES

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.

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### 7.2 Control of Changes

#### 7.2.1 Reason for updates

- a. New branded shirt addition to flex-work wear days and inclusion of guideline during employee vacation period.
- b. Addition of Plant receptionist responsibility.
- c. Addition of standard work wear picture and removal of UCL branded shirts.
- d. New branded shirt addition to flex-work wear days and inclusion of foot wear guidelines.

### 7.3 Retention and Disposition

#### 7.3.1 DISPOSAL OF WORK WEAR

- a) Old and Faded Work Wear must be disposed off properly for internal control reasons, any form of violation will not be tolerated.
- b) Work wear with company logo and name cannot be transferred to other non-staff of the company

Disposal Methods include: This is subject to change when recycling options are available.

- 1) Shredding to pieces
- 2) Defacing

### 8.0 RELATED DOCUMENTS & RECORDS

Not Applicable

### 9.0 REFERENCES & ATTACHMENTS

Not Applicable

### Appendix 1

Not Applicable

### Document History

Date	Description of change	Reviewed by	Version No.
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