



POLICY: UNIFORMS

PURPOSE

The purpose of this document is to define the requirements of a uniform for all cleaning and administration staff.

CLEANING STAFF

- Cleaning staff includes Fenix employees, Fenix contract cleaners, independent contractors and the staff of independent contractors
- A Fenix uniform shall be worn by cleaning staff (and their staff) while engaged on a Fenix job
- Fenix polo shirts will be provided to all independent contractors and their staff at cost (deducted from their invoice payment)
- Uniforms must be kept clean and in good condition, and must always be worn when working for Fenix
- Fenix shirts are the property of Fenix and must be returned when cleaning staff are leaving Fenix (the nominal cost will be refunded to the independent contractor on return of Fenix shirt)
- It is the responsibility of the independent contractor to ensure Fenix shirts are returned to Fenix within 2 weeks of the cleaning staff leaving Fenix
- Should a Fenix polo shirt not be available, a loose-fitting black shirt may be used until one becomes available
- Black or dark-coloured trousers (black or dark-coloured denim is allowed) or black or dark-coloured knee-length shorts are to be worn
- Black leather shoes or black sports shoes (must have a safe tread and be fully enclosed) are to be worn
- Fenix provide black weather-proof jackets in cooler months (deposit required)

ADMINISTRATION STAFF

- A Fenix uniform is not required by administration staff



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POLICY ENDORSEMENT

This policy and its intentions are agreed and endorsed by Fenix Management Team:

Colin Wilson

Date _____ Signed _____

Glen Wilson

Date _____ Signed _____