

HUMAN RESOURCE POLICY RASAPOORNA FOODS PVT. LTD.			
Applicable Locations	All Locations	HR Policy No.	RFPL/HO/HR
		Version	01
		Effective Date	01/04/2024
Title	Uniform - Do's & Don'ts	Review Date	31/03/2025
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General guidelines -

- This policy was formed to lay down the general guidelines for maintaining uniform standards at the workplace
- Our uniform is a part of our brand & influences guest perception & choices
- Wearing the uniform as intended projects a professional image & a better brand experience

Below are few listed do's & don'ts related to uniform policy –

Do's:

- ✓ Always wear neatly groomed & ironed uniform while on duty
- ✓ Uniform has to be worn only during your duty/shift hours at Outlets/office premises/workshops
- ✓ Wear complete set of uniform which should not be torn or in ripped condition
- ✓ Complete set of uniform issued to you must be submitted back to the restaurant on your exit from the organization
- ✓ Any person (Vendor or HO employee) entering the counter, kitchen or pantry area "needs to wear a cap" at all times

Don't's:

- ✗ Do not wear untidy uniform while on duty
- ✗ Do not lend your uniform to any individual outside our organization
- ✗ Do not smoke, chew gum/tobacco or consume alcohol or any illegal substance etc. in uniform. In case you're found guilty, then it may lead to termination of your services without any further notice
- ✗ Do not use the uniform after your duty hours or during commute
- ✗ Do not wear the uniform while you visit any other brands during break hours
- ✗ Do not wear any casual dress / half uniform while you're on duty/shift hours
- ✗ Do not abuse verbally or engage in any kind of physical violence wearing uniform within or outside the restaurant premises

Non-adherence of uniform policy will result in disciplinary action as desired by the management. Management reserves the right to modify the policy without prior intimation and any change or amendment to the policy shall be duly communicated to all the employees.
