

# HOTEL UNIFORM ISSUE AND RETURN POLICY

Human Resources / Uniform Management

Effective Date	_____	Policy Ref	_____
Version	_____	Reviewed by	_____

## 1. Purpose

This policy sets out the process for issuing, maintaining, tracking, and returning uniforms provided by \_\_\_\_\_ to team members. It applies to all permanent, casual, and contracted staff who are issued a uniform as part of their role.

- The goal of this policy is to protect the investment made in the uniform programme, maintain presentation standards, and ensure a clear and fair process for all team members.

## 2. Employee Acknowledgement

- By accepting a uniform from \_\_\_\_\_, the employee agrees to:
- Wear the uniform only while on duty or travelling to or from their place of work, as directed by management.
- Keep all issued items clean, presentable, and in good repair throughout employment.
- Return all issued items in reasonable condition at the end of employment or upon request.
- Report any lost, stolen, or damaged items promptly to their line manager.
- Not make unauthorised alterations, modifications, or additions to uniform garments.

## 3. Uniform Issue Process

Uniforms will be issued at commencement of employment or upon a change of role that requires a different uniform set.

- Sizes and quantities will be agreed and confirmed with the employee at the time of issue.
- A signed Uniform Issue Record will be completed and retained by \_\_\_\_\_. A copy will be provided to the employee on request.
- Uniform tracking method used at this property: \_\_\_\_\_.
- Uniform items remain the property of \_\_\_\_\_ at all times.
- Additional or replacement items may be requested through \_\_\_\_\_ and are subject to availability and management approval.

## 4. Care and Maintenance

Staff are responsible for returning uniforms in a clean, well-maintained condition, subject to the laundry arrangements below.

- Laundry process at this property: \_\_\_\_\_.
- Laundry frequency or turnaround: \_\_\_\_\_.
- Any alterations to uniforms must receive prior written approval from \_\_\_\_\_ and must be completed by \_\_\_\_\_.
- Damage resulting from negligence or misuse may be treated as a lost or damaged item under Section 6.

## 5. Return Process

All uniform items must be returned on or before the employee's final working day.

- Items should be returned clean and in the same condition as issued, allowing for fair wear and tear.
- A uniform condition assessment will be completed at the time of return by \_\_\_\_\_.
- A Uniform Return Receipt will be issued to the employee confirming items returned.
- Damaged or missing items at the time of return may be subject to \_\_\_\_\_.
- Failure to return items may result in further action as outlined in \_\_\_\_\_.

## 6. Lost or Damaged Uniforms

Any lost, stolen, or significantly damaged uniform items must be reported immediately to \_\_\_\_\_.

- A replacement will be issued where operationally necessary, subject to stock availability and management discretion.
- Replacement cost for lost or damaged items: \_\_\_\_\_.
- Costs will be applied in accordance with applicable employment legislation and will not reduce take-home pay below the statutory minimum.

## 7. Laundry and Alteration Process

Laundry is handled by \_\_\_\_\_.

- To submit items for laundering: \_\_\_\_\_.
- Expected laundry turnaround: \_\_\_\_\_.
- Alteration requests must be submitted in writing to \_\_\_\_\_ at least \_\_\_\_\_ working days in advance.
- Approved alterations will be carried out by \_\_\_\_\_ at \_\_\_\_\_.
- Unauthorised alterations may result in the employee being required to replace the item at their own expense.

## 8. Offboarding

All uniform items must be returned before final pay is processed. HR or the Uniform Manager will confirm receipt.

- A Uniform Return Receipt will be provided as confirmation that all items have been accounted for.
- If an employee is unable to return items on their final day, alternative arrangements must be agreed in writing with \_\_\_\_\_ in advance.
- Items not returned within \_\_\_\_\_ working days of the final day of employment will be treated as lost items and handled under Section 6.

## Acknowledgement and Signature

By signing below, both parties confirm that the uniform items listed on the attached Uniform Issue Record have been issued and that the terms of this policy have been read, understood, and agreed.

_____	_____
Employee Signature	Manager / HR Representative Signature
_____	_____
Employee Full Name (Print)	Name and Role (Print)
_____	_____
Date	Date

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