



## Goodwill Retail Uniform & Back Belt Policy

All retail employees are required to wear a designated Goodwill polo shirt and name tag with black or blue jeans or slacks. Black or blue walking style shorts may be worn in warmer weather with the approval of the supervisor. Employees may wear a long sleeved shirt in a solid color under their polo in colder weather. Goodwill apparel ordered through the main office such as long sleeved shirts or sweatshirts may be approved pending availability. At no time should the polo be covered by other non-Goodwill items. **Closed toe and heel shoes are required year round.**

Employees may be required to purchase two polo shirt(s); additional shirts may be purchased upon request. The first name tag and lanyard will be provided at no cost. A broken name tag or lanyard is to be returned to the main office for a replacement. A lost name tag will be charged to the individual. Supervisors have material for making temporary replacement name tags. Temporary staff, program participants, volunteers, or employees at other locations may have alternative requirements such as a designated Goodwill apron or other specified criteria determined by the department director.

Forgetting to wear the Goodwill uniform to work will result in being sent home to change and discipline up to and including termination of employment. The uniform should meet Goodwill's merchandise quality standard such as no rips, tears, stains, holes, faded or worn. Supervisors may request that employees order replacement shirts due to not meeting quality standards. Any questions about this policy should be directed to site supervisors.

While Goodwill does encourage individualism, we are also conservative and employees are public representatives of the Agency. Fashion choices violating Agency safety standards are prohibited. Personal fashion statements, while not against Goodwill's policies, may affect others perception of the individual. Athletic wear, sleep wear, leggings, or similar wear are not acceptable. Goodwill is not responsible for lost or damaged personal items.

In an effort to provide a safe and healthy work environment, Goodwill offers the use of back belts for all activities that may add stress or strain to the back. As there are no assigned back belts, they may not be taken home. With or without the back belt, employees are to remember proper lifting procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_