



## Policy Example 3 **Simple Change here**

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## Table of Contents

Table of Contents .....	1
Policy - General .....	2
Indemnification .....	2
Dress Code Policy .....	2
Termination Letter .....	4
Dress Code Policy .....	5

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## Policy - General

### PURPOSE

*The purpose of this policy to get enforce whatever is about whatever.*

### APPLICABILITY

## Indemnification

To the fullest extent permitted by Law, the (named party) will defend, indemnify and hold harmless [Institution], including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of, or from the performance of its operations or services and for the acts or omissions of its directors, officers, employees, contractors or subcontractors, volunteers, participants, guests or any third party for whom it is responsible, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity that would otherwise exist in the absence of this agreement.

### POLICY STATEMENT

## Dress Code Policy

Our organization's objective in establishing a dress code is to permit employees to work comfortably, but safely within the learning environment. Employees must project professionalism at all times, as one never knows if potential or current customers, visitors or students may visit the company unexpectedly.

Due to the variance in business and industry models in which all companies revolve around, each simulated workplace is required to develop a dress code conducive to their company. The following template will assist and guide instructors and students in developing their company dress code.

All casual clothing is not suitable for the workplace. These guidelines will help the supervisor and employees determine appropriate dress for their company.

*\* Clothing considered suitable for hanging out, hunting, yard work, exercise sessions, or social events is not always appropriate for work environments.*

- Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business, even within the Simulated Workplace classroom. \* If you can trip over your jeans because the legs are too long it is a safety issue.
- Even in a business casual work environment, clothing should be pressed and never wrinkled.



- Torn, dirty, or frayed clothing is unacceptable.
- Any clothing that has words, terms, or pictures that may be offensive to other employees, customers or visitors is unacceptable.
- Clothing depicting the school or company logo is encouraged.
- Sports team, university, and fashion brand names on clothing are generally acceptable.
- Certain days may require specific dress. Interviews, presentations, field trips, or when visitors are coming to the classroom, employees may be required to wear a company shirt with clean jeans or kaki's.
- No dress code can cover all contingencies; therefore, employees must exert a certain amount of judgment in their choice of clothing. If employees experience uncertainty about acceptable or professional business casual attire, they are advised to ask the supervisor for approval.

#### Shoes and Footwear

- Shoes and Footwear: (Enter type(s) of acceptable footwear) are acceptable for Simulated Workplace environments.
- Flip-flops, slippers, and any shoe with an open toe are **not acceptable** at Simulated Workplace environments due to safety violations.
- (Enter the type(s) of acceptable shoes/boots) shoes/boots are required in the manufacturing operation area.
- Inappropriate attire for work includes:

#### Jewelry, Makeup, Perfume, and Cologne

- Jewelry, makeup, perfume, and cologne should be in good taste. Remember, that some co-workers, customers or visitors may be allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.
- Body piercing should be limited and in some instances removed or covered, in order to compile with safety regulations.
- Tattoos should be limited and in some instances covered, especially if they may be offensive to co-workers, costumers or visitors.

#### Hats and Head Covering

- Hats are **not appropriate** in an office environment.
- Head Covers that are required for (Enter required head cover(s)) safety regulations are required



while working in the manufacturing area.

- Head covers that are required for religious purposes or to honor cultural tradition are permitted.

If clothing fails to meet these standards, as determined by the employees and supervisor, the offending employee will be reprimanded in accordance to the disciplinary policies and procedures

*(A concise statement of the policy.)*

### IMPLEMENTATION PROCEDURES

## Termination Letter

Dear

Further to our meeting of (date) I (regretfully) confirm that your employment with us is terminated with effect from (date)/with immediate effect.

As stated at our meeting the reason(s) for terminating your employment with us is/are as follows:

- (Employer must clearly state reasons - transgressions and relevant policies if applicable)
- (Employer must clearly state previous warnings, informal, formal, written etc., and circumstances and person's response and subsequent behaviour/performance for each warning.)

(Clearly state requirements regarding return of documentation, equipment, car, submission of final expenses claims, and any other leaving administration issues.)

(Clearly state actual leaving date, requirement or otherwise to serve period of notice, holiday pay, and other pay and pension details.)

(Clearly state the position regarding the employee's right of appeal, and state the appeal process and timescales.)

(Optional sign-off, for example: Thank you for your past efforts and all the best for your future endeavours.)

Yours, etc.

name and position

(Optionally and recommended: attach, at the foot of the letter refer to, **a copy of your written disciplinary process**, and also attach and refer to **copies of written/printed evidence gathered during the**



**employee's case.** This enables employees to understand clearly the case against them, and also the process and their rights during the disciplinary process, which are central to the principles of the employment dispute regulations.)

(Optional section at foot of letter, requiring person to sign, confirming receipt of the letter and any attachment(s), by way of returning a signed copy of this letter.)

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*(Provide detailed procedures that are necessary to carry out the intent of the policy.)*

## **DEFINITIONS**

*(Definitions of terms – as needed.)*

## **REFERENCES**

*(Cite related laws, regulations, or policies. Give complete references and ensure that documents cited are readily available. If needed, provide additional background discussion here.)*

## **RESPONSIBILITY**

*(State who is responsible for assuring adherence to this policy and what the specific responsibilities are.)*

## **RESOURCES AND TRAINING**

*Identify the office and specific individual position/ title – with telephone number and email address, as appropriate – that should be contacted for interpretations, resolution of problems, and special situations*