

Subway Uniform Policy

**The following uniform policy MUST be followed at all times.**

1. Clean shirt ***tucked in***
2. Clean apron
3. Clean hat or visor must be worn at all times
4. Minimum jewelry is allowed, ring on each hand, watch, no bracelets or necklaces, ladies can wear one pair of studs or small hoops. Men cannot wear earrings. No body piercing.
5. ladies can wear false nails but no polish or designs
6. Black or khaki pants, shorts or capris...Shorts MUST be knee length
7. closed in shoes such as tennis shoes
8. nametags will be part of the uniform

**Do not leave any part of your uniform at the store.**

I, the manager, understand it is my responsibly to follow and enforce this policy. I also understand if the employees are not in proper uniform, it could result in a write up.

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I, the employee, understand I ***MUST*** be in complete uniform at all times. I also understand that not following this policy could result in a write up or even possible termination if it continues.

Please have all employees read and sign and fax to the Bossier office by Thursday 6/7  
Cathy Moore