



Uniform Policy

Objective:

Solaren Risk Management, LLP strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, *Solaren Risk Management, LLP* Directors may determine and enforce guidelines for workplace-appropriate attire and grooming for their professional mission; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

Procedures

All *Solaren Risk Management, LLP* staff members are expected to present a professional image to customers, visitors and the public.

Supervisors should communicate any workplace specific attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department’s guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action.

APPROPRIATE	INAPPROPRIATE
Pants- BDU, ACU, or Dress (Class A)	
<ul style="list-style-type: none"> • Khakis • Dark Navy Blue • Black • Green 	<ul style="list-style-type: none"> • Sweatpants, leggings, exercise wear • Shorts- (Unless approved for a duty station) • Coveralls • Blue Jeans, Denim
Shirts	
<ul style="list-style-type: none"> • Solaren Polo • Solaren T-Shirt • Solaren Button up • Off Duty Department Approved Uniform shirt • Department Issued Uniform 	<ul style="list-style-type: none"> • Shirts with writing (other than company logo) • T-shirts or sweatshirts • Beachwear • Sleeveless blouses or shirts • Exercise wear



<ul style="list-style-type: none"> • (Uniform of the company we are subcontracting under) 	
Shoes	
<ul style="list-style-type: none"> • Black boots • Black tennis shoes 	<ul style="list-style-type: none"> • Sandals, thongs, flip flops, open-toe shoes • Croc-like sandals
Duty Gear	
<ul style="list-style-type: none"> • All Unarmed Security Officers are required to have a minimum a flash light and note pad for taking notes • All Armed Security Officers are required to carry their duty weapon in an approved level 1 or higher holster. • All Armed Security Officers are required to carry at a minimum: <ul style="list-style-type: none"> • Flash light • Hand Cuffs • 1 Use of Force less than lethal elective (OC/CS, Taser, or baton) • Duty Knife 	<ul style="list-style-type: none"> • No one is authorized to carry any firearms without prior approval from <i>Solaren Risk Management LLP's</i> corporate training instructor. • Black Jacks, billy-clubs, and straight batons • Stun Guns • Knives with a blade longer than 5 inches • Pepperball or any derivation of the device that propels a projectile with the intent of delivering OC/CS agent over 8 feet • No bats, clubs, or swords
Head Wear	
<ul style="list-style-type: none"> • Black Hats that have either the Solaren Risk Management Logo or the words "Security" • Police Officers and Deputy Sheriff's may wear hats specific to their employing agency or specific field of employment. 	<ul style="list-style-type: none"> • All hats, toboggans, helmets that haven't been approved by <i>Solaren Risk Management, LLP</i>

Grooming

All employees and contractors shall be clean and properly groomed when reporting for duty and while on duty. Employees and contractors will maintain uniforms, insignias, accessories, and equipment in a serviceable manner, and all items shall be kept clean and uniforms wrinkle free.

Beards, Goatees, Mustaches must be neatly trimmed and not exceed the edge of the lips. All law enforcement will be limited to either a mustache or a tightly kept goatee.



Hair and or wigs must be natural in color and shall be kept clean, neat, and styled to present a neat appearance. For females, hair may be worn in an “up” style so as not to interfere with the wearing of the uniform or use of equipment.

No decorations shall be worn in the hair, and items used to hold the hair in place shall be concealed as much as possible and shall be of a color and style that blend with the hair.

Body- piercing jewelry shall not be visible when the officer is in uniform. This includes but is not limited to lips, tongue, eyebrows, cheeks, and other parts of the face. In the same manner, hickeys, “love bites,” or “passion marks” shall not visible when the officer is in uniform. This is for the safety of the officer as well as the professional image of *Solaren Risk Management, LLP*.

Tattoos are allowed, but taste should be considered when wearing the uniform. If the tattoo is deemed offensive or distasteful it will need to be covered while working for *Solaren Risk Management, LLP*. Employees and contractors are not allowed to have facial tattoos.

*All equipment, shirts, and badges are to be turned in prior to resigning employment. If an employee or contractor fails to turn in all items issued to them the cost therein will be deducted from their final pay check.

Addressing workplace attire and hygiene problems

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member’s dress or poor hygiene is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

Issued Shirt Style: Polo Class A/B T-Shirt **Shirt Size:** _____

By digitally signing this policy, I am acknowledging my consent and agreeing to comply with all standards herein:

Solaren Risk Management, LLP