

Procedures: Uniforms and Logos

Date Written: 08/09

Date Revised:

Sumlar Therapy Services, Inc.

Refer to Policy Manual for complete dress code.

All employees should be dressed appropriately and wearing a Sumlar Therapy logo shirt (or Study Center logo shirt) when performing work at any worksite for the company. Exceptions will be made with the Executive Director's pre-approval only.

Shirts and embroidered logos are to be purchased at the sole expense of the employee. It is the employee's duty to acquire logo shirts within a reasonable time frame following initial employment. Employees may choose to have their name and credentials embroidered on their tops in addition to the logo.

Contact **Playmaker Embroidery at (334)673-0103**, on Brannon Stand Road, approximately 2 miles south of Highway 84, in Dothan. Playmaker is the only approved source for our logo embroidery.