



REGULATIONS FOR THE USE OF UNIFORM FOR FEMALE ADMINISTRATIVE PERSONNEL AT CETYS UNIVERSITY

These regulations must be fulfilled according to the guidelines pointed out as follows:

- 1) The fall-winter uniform will be used from November 1 to April 30 of each year.
- 2) The spring-summer uniform will be used from May 1 to October 31 of each year.
- 3) The female administrative personnel are required to wear the uniform completely according to the model agreed and delivered.
- 4) The female administrative personnel are committed to the following:
 - a. Respect the uniform's model, without modifying the design.
 - b. Wear the uniform everyday, according to the following calendar:

Monday, Wednesday and Friday-----> Dark color Tuesday and Thursday-----> Light color

- 5) In case the uniform cannot be worn due to force majeure, it should be communicated to the department of human resources.
- 6) When the employee has not worn the uniform and has not informed the department, their attention will be called in writing with a copy to the headperson, which will be attached to the personal file.
- 7) The institution will assess every semester the possibility of this benefit according to the budget and the fulfillment of these regulations; it is the institution's decision to grant it or not according to the results of the analysis.
- 8) Human Resources, with the support of the department directors, are in charge of managing the use and application of these regulations.

Lic. Ma. Norma Valle Olguín
Department of Human Resources

Employee's name and signature

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