

## Uniform Regulations for services personnel

These regulations must be fulfilled according to the guidelines specified in it.

For Tenure and Temporary personnel with assigned uniform

1. Such uniform and shoes must be worn completely according to the model and color agreed.
2. The services personnel of this institution is committed to wear the uniform according to the following rules:
  - a) The uniform will be worn everyday.
  - b) The shirt must be worn tucked and buttoned at all times.
  - c) In case an employee does not wear the uniform, he will be summoned in writing with a copy to his personal file.

In case an employee has not fulfilled with the uniform twice, without justification, automatically starting the following week, the amount of the uniform will be deducted, for a maximum period of 6 months.

3. The maintenance area supervision personnel are in charge of keeping discipline in the use of uniform and elaborating summons according to these regulations.

For new personnel:

- A vest will be delivered the day they begin work, which will be used in their daily job.
- At the time the set of uniforms is delivered, the vest will be returned to the supervisor, and these regulations must be followed.
- If the employee does not wear the vest for any reason, the supervisor will give him another one so he can do his chores, and he will be asked to bring it the next day; if the vest is not returned the next day, the amount will be deducted from his salary.

These regulations were stated on September 27, 2008 for indefinite time for its immediate application.

INSTITUTO EDUCATIVO DEL NOROESTE, A.C.

(signature of the legal representative) and (Human Resources), as well as the Maintenance area.

Comment: A copy is delivered to all personnel to be signed before it begins.

4. On Saturday, the personnel can wear different clothes, as long as it is not the following: shorts, skirts, sleeveless shirts, sandals, t-shirts with rude messages.

I am at your service, in case there are any doubts.