

# In-Season Uniform Care Requirements

Hello Everyone,

As we continue through another storm cycle, it's important to remember our responsibility as leaders at Heavenly in regards to uniform guidelines and care. Proper washing and waterproofing of our uniforms on a regular basis is required to maintain their quality and longevity. A uniform with dirt and dust on the fabric not only degrades the water-repellency, but actually attracts moisture, making for a cold, wet employee.

To prevent this, please do the following:

1. Pick up NikWax from the Employee Center periodically throughout the season and be proactive about giving it to your employees. Uniforms should be washed:
  - a. When there is visible dirt or grim
  - b. When there are foul odors
2. Remind your employees to wash or exchange their uniforms at least bi-weekly
  - a. Employees can also opt to exchange a soiled uniform for a clean one in the Employee Center and we will have the garments professionally washed and waterproofed
3. Going forward, all employees (including Year Round and SIS) will be required to turn in uniforms within three days of the end of the winter season.
  - a. An important part of the uniform life is professional laundering and waterproofing. As part of our warranty program, Helly Hansen pays for inventory to be laundered and waterproofed annually. Help us help you stay warm and dry.

## Reminders:

Employees are responsible for returning their uniforms to the Employee Center within 3-days of separation or the end of the season.

- All uniform pieces should be returned upon separation. These include: Outerwear Pants, Outerwear Jacket, Soft Shell Jacket and Vests.
- **Any uniform pieces that are not returned, or are returned damaged, will be billed back to the employee. More information is available in the attached "Uniform Payment Support Guide"**
  - **If an employee is unable to pay for the uniform pieces; they will be made ineligible for rehire.**
- Employees are encouraged to return their uniform prior to picking up their final check.
- Employees who do not surrender their uniform within 3 days of separation will be routed through the uniform collection process; any unreturned pieces will be billed to the employee.

If you have any questions, please feel free to reach out to myself, Will, or the Employee Center.

Thank you!

**REBECCA DEL POZO**

Human Resources Manager

Heavenly Mountain Resort

