MOSCOW FOOD CO-OP

MEMO

To: All Co-op Staff

From: Human Resources

Re: Dress Code Update

Date: October 4, 2017

Please take a moment to read this important memo.

The Co-op recently had a safety audit by an inspector from our Workman's Comp Insurance carrier. One of the recommendations is that employees working in Fresh Departments wear slip resistant shoes. This memo outlines the updated policy to the dress code concerning shoes.

Policy Update: Employees working in the Fresh Departments (Bakery, Deli Service, Kitchen, Meat, Produce, & Prepared Foods Purchasing & Logistics) are required to wear slip resistant shoes purchased from Shoes for Crews.

The Co-op will pay up to $35 for slip resistant shoes ordered from Shoes for Crews per employee in the Fresh Departments per calendar year.

Employees may purchase shoes that cost over $35 or may purchase an additional pair of shoes. Any additional costs over $35 each year will be taken from an employees pay check through payroll deduction..

Please refer to the Shoes for Crews Standard Operating Procedure (SOP) for how to place and order and approve the payroll deduction.

FAQ

Why are we limited to purchasing shoes from Shoes for Crews?

The Co-op has partnered with Shoes for Crews based on feedback from current employees and other Co-ops that use the program. The Co-op receives a business discount which helps keep the cost of work shoes lower for the employee. Shoes for Crews will guarantee the shoes up to $5,000 in medical costs if an employee slips and falls while wearing their footwear.

What if I don't like the shoes?

Shoes for Crews offers a wide variety of styles and sizes. If for any reason you don't like the shoes you select, Shoes for Crews has a 60 day exchange policy.

How do I order the shoes?

Please refer to the Shoes for Crews SOP. Orders for shoes will be placed by HR every week or as needed. Shoes are shipped directly to the store within 3 days.

I don't work in a Fresh Department. Can I still order shoes?

Any employee can order shoes from Shoes for Crews to take advantage of the discounted rate and pay for them through payroll deduction. Only employees that are required to wear them in the Fresh Department are eligible for the $35 shoe allowance each year.