

Dress Code Policy

Policy #

Effective Date: January 20, 2014

Supersedes: March 1, 2012

Approvals: CEO
President
Director, Human Resources

I. OBJECTIVE

It is the policy of [Company] that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. A standard of dress is required to promote a safe and productive work environment.

II. SCOPE OF POLICY

This policy covers all employees.

III. PROCEDURE

Office

Employees are expected to dress in casual business attire; however, there may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, etc. where you come in contact with other business professionals, you are expected to represent the Company in a professional manner and dress appropriately for conducting such business. A clean appearance to include neat and clean clothing is always required. Tattoos and body piercings (other than earrings) should not be visible if possible. Friday dress code (dress-down) is at the discretion of management.

Production

Employees are expected to dress in casual, clean, and comfortable clothing acceptable in a production environment. Hairnets (Finishing Dept.), scrub tops, and protective gowns are provided by the Company, and the scrub top (Finishing Dept.) and gown (Soil Dept.), must be worn over street clothing at all times, changed daily, or when the garment becomes soiled. All dangling jewelry, which may cause a safety hazard, is prohibited to include necklaces, bracelets, rings, and earrings that hang beneath the earlobe. Artificial nails are also prohibited. A closed toe and heel shoe is required at all times.

Service/Drivers

Drivers will be issued and required to dress in the following attire. Drivers must have a clean appearance to include neat and clean clothing. A closed toe and heel shoe is required at all times.

- [Medium color 1] polo shirt with [color 2] company logo
- [Darker color 1] cargo pants
- [Darker color 1] cargo shorts
- [Darker color 1] sweatshirt with [color 2] company logo
- [Darker color 1] windshirt with [color 2] company logo
- [Darker color 1] team jacket with [color 2] company logo
- [Darker color 1] knit cap with [color 2] company logo
- [Darker color 1] mesh knit baseball cap with [color 2] company logo

III. PROCEDURE (Continued)

Customer Service Representatives

CSR's will be required to dress in the following attire and must have a clean appearance to include neat, clean, and pressed clothing. Staff is required to change into designated uniform tops at the store and leave all company issued garments at the store. At the end of shift, staff is expected to tag in the company issued garments worn that day for cleaning. Employee's nametag must be worn at all times.

- Blue oxford tops provided by company.
- Ascot or tie provided by company.
- Gray Sweaters provided by company may be worn over oxford tops in cold weather. Nametag to be worn on sweater, if worn.
- Pant/Dress Pant (khaki, black, navy, brown)
- Skirts, Dresses, Capris, Shorts – must pass fingertip rule – longer than fingertips when hands are at sides
- Shoes – comfortable with a closed toe.

Unacceptable Attire

- Jeans (or denim material)
- Tank tops (all items must have a short or long-sleeve)
- Garments with holes, tears, rips, etc.
- Garments that are wrinkled
- Low-cut shirts or mid-riff shirts
- Sweatshirts/fleece jackets
- Hats
- Flip-flops/sandals
- T-shirts
- No piercings (besides earlobes)/tattoos can NOT be visible

CSRs will receive \$50 of free cleaning each week but this cleaning is ONLY for garments you wear AT work. All other cleaning will be the discounted at your employee rate of 25%.

All employees

The Company will provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following clothing is not acceptable:

Spandex, bare feet, short-shorts or skirts, sexually provocative clothing, clothing of any kind promoting competitor products, hats in the office environment, clothing with profanity, nude or semi-nude pictures, sexually suggestive slogans, cartoons, or drawings, the observable lack of undergarments and exposed undergarments.

IV. POLICY VIOLATION AND DISCIPLINE

Managers and Supervisors are responsible for ensuring their department personnel are in compliance. Managers and Supervisors reserve the right to send any person home to change their clothing when in violation of any part of the dress code policy. The time spent away from work for this reason will follow the Attendance Policy guidelines. If you should have a question of compliance, or if you wish to report non-compliance, please see Human Resources.

Employees who violate this policy will be subject to disciplinary action up to and including discharge.