

## Dress Code Policy Outline

**Purpose:** To establish a professional, uniform appearance for sales, installation teams, and admin teams, aligning with our company rebrand and branded apparel standards. General Guidelines

- **Applicability:** Mandatory for sales, installation teams, and admin staff to maintain a consistent look. Remote admin must comply during video calls, company events, and office visits.
- **Apparel Source:** All items (shirts, hats, coats, jackets) must be sourced from the company-approved apparel page, featuring the required branded logos. Once vendors are finalized, details on access and ordering will be provided.
- **PPE Note:** Install crews must wear all job-required personal protective equipment (PPE) per the safety manual. This dress code does not replace PPE policies.

## Dress Code Requirements

### 1. Shirts

- Black polo or long-sleeve polo (golf course acceptable) with company logo.
- Sales, install, and admin teams wear these daily. Current logoed shirts are acceptable until replaced with new branding.
- Undershirts are allowed in the colors of white, black, or gray.

### 2. Pants

- Gray pants in a relaxed or straight fit for installation and sales teams. Admin will be allowed black or gray.
- No slim fit, tears, patches, or stains.

### 3. Footwear

- Dark-colored (e.g., black, gray) shoes or flats for the admin and sales teams. The installation teams will be allowed to wear brown work boots. The installation teams are required to wear safety-toe shoes.
- No excessive holes or tears. Laced shoes must be tied; unlaced shoes must be securely fitted. Backless/open-toed footwear is acceptable as long as you're not customer-facing and it still matches the color guidelines.

### 4. Belts

- Dark-colored (e.g., black, gray). Belts are required only if shirts are tucked in, otherwise, they are optional.

### 5. Hats

- Fitted hats from the apparel page with the company logo, and bills facing forward.
- No faded or torn items. Current logoed hats are acceptable until replaced.

### 6. Coats/Jackets

- Heavy or light options from the apparel page with the company logo, in dark tones (e.g., black, gray). Current logoed items are acceptable until replaced. Outer layers (like sweaters and hoodies) are allowed if they are not branded but match the color guidelines and if the employee is not customer-facing.

### 7. Socks

- Dark-colored (e.g., black, gray) and matching.

## 8. Jewelry

- Watches, bracelets, rings, and necklaces allowed if fitted; no dangling items if customer facing. Stud earrings are only permitted unless not customer-facing, then dangling earrings are allowed. While this is allowed this dress code does not override other safety requirements and manuals.

## 9. Piercings

- Ear gauges are allowed if very small (no larger than 2mm) and not a safety risk. Nose piercings are allowed if the employee is not customer-facing. While some piercings are allowed this dress code does not override other safety requirements and manuals.

## 10. Tattoos

- No profanity, politically provocative, violent, erotic, or explicit imagery/language.

## 11. Hygiene

- Maintain good personal hygiene, including regular bathing (likely daily), clean-washed clothing, and neat grooming of nose hair, ear hair, and eyebrows.

## 12. Facial Hair

- Well-groomed, neat beards and/or mustaches.

## 13. Hair

- Combed, groomed, and maintained daily; no neon colors or uncombed styles. No exotic colors in front of customers. Everyone must be neat and professional.

## Compliance and Enforcement

- **Timeline:**
  - Hygiene and dressing appearance (all items except logoed apparel) must be in full compliance by July 1, 2025.
  - Current logoed shirts, hats, jackets, and coats will be replaced with new branded versions by December 31, 2025.
- **Non-Compliance:**
  - First offense: Verbal warning with immediate correction.
  - Second and third offenses: Written warnings via email/text.
  - The fourth offense is a fireable offense.
- **Special Events:** Leadership may designate special dress-up days, communicated in advance.

## Program Details (To Be Added Post-Approval)

- **Uniform Service vs. Purchase Apparel:** Quantities and processes for company-provided items (shirts, hats, coats) will be defined based on selected vendors.
- **Apparel Page Access:** Link to the apparel page and monitoring process for purchase volumes will be provided once built.
- **Replacements:** Process for replacing worn-out items will be outlined.