

## Discount Tire DC Clothing Guidelines

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<b>Description</b>	This document covers the guidelines for full and part time Distribution Center employee's clothing orders.
<b>Shirt Guidelines</b>	<p>This section includes the guidelines for full and part time employee shirt orders.</p> <ul style="list-style-type: none"><li>• All full-time DC employees will receive five (5) new short/long sleeve polo's or twill style shirts (or any combination of these based on your Region's guideline) when they begin service and each anniversary year thereafter. If any of the issued shirts become torn, unusable, etc. during the year they will be replaced at no charge.</li><li>• All part-time DC employees working 5 days a week will receive five (5) short/long sleeve polo's or twill style shirts (or any combination of these based on your Region's guideline) when they begin service and each anniversary year thereafter. If any of the issued shirts become torn, unusable, etc. during the year they will be replaced at no charge.</li><li>• All part-time DC employees working less than 5 days a week will receive three (3) short/long sleeve polo's or twill style shirts (or any combination of these based on your Region's guideline) when they begin service and each anniversary year thereafter. If any of the issued shirts become torn, unusable, etc. during the year they will be replaced at no charge.</li><li>• Additional shirts can be purchased at the DC employee's discretion. See pricing below.</li></ul>
<b>Jackets Guidelines</b>	<p>This section includes the guidelines for full and part time employee jacket orders.</p> <ul style="list-style-type: none"><li>• All full and part time DC employees will receive one jacket when they begin service and each anniversary year thereafter. DC employees will have a choice of either a lightweight or a heavyweight jacket. Jackets may not be available at all times of the year based on weather conditions and the company will not supply jackets to seasonal employees that do not work in colder temperatures. For example, an employee who only works in Houston or Phoenix during the summer months would not receive a jacket.</li><li>• Additional jackets can be purchased at the DC employee's discretion. See pricing below.</li></ul>

**Additional Purchases**

This section contains the guidelines for additional shirts and jackets that may be purchased at the DC employee's discretion. The price for DC employees is as follows:

Clothing Type	Employee Price
Short Sleeve Polo S-4XLT	\$10.00
Long Sleeve Polo S-4XLT	\$10.00
Short Sleeve Twill S-4XLT	\$10.00
Long Sleeve Twill S-4XLT	\$10.00
Pit Crew Shirt	\$17.50
Mock Turtle Neck S-4XL	\$10.00
Edwards Front Room Pant	\$30.00
Dickies Double Knee Pant	\$21.65
Dickies Multi-Use pocket Pant	\$18.00
Dickies Multi-Use Pocket Shorts	\$16.75
Soft Shell Jacket S-XL	\$36.00
Soft Shell Jacket 2XL	\$37.75
Soft Shell Jacket 3XL	\$39.50
Soft Shell Jacket 4XL	\$41.25
Lightweight Jacket S-3XL	\$31.00-\$33.00
Heavyweight Jacket	\$30.25-\$33.25
Winter Parka	\$68.50-\$72.00
Soft Shell Vest	\$27.95
Quarter Zip Pullover S-3XL	\$18.00
Folded Knit and Beanie Hat	\$4.95
Dickies No Scratch LC Belt	\$11.00
3PK Black DT/AT T-Shirts S-XL	\$13.45
3PK Black DT/AT T-Shirts 2XL	\$16.45
3PK Black DT/AT T-Shirts 3XL	\$19.45
3PK Black DT/AT T-Shirts 4XL	\$20.45

**Note:** All additional clothing purchased will be payroll deducted weekly and charges will be posted on your payroll stub. The maximum weekly clothing deduction for either FT or PT employees is \$20.00.

**Contact**

Please see your manager if you have any questions.