



Appearance Policy

Since the beginning of Discount Tire, Mr. Halle was insistent on an outward appearance that matched the high standards of our values and capabilities. This document provides criteria for acceptable dress and grooming for office personnel.

Clothing should exemplify a neat, clean and businesslike appearance, and should be of a fabric and cut suitable for a business environment. Common sense and good taste should be exercised; tight, revealing or otherwise workplace-inappropriate dress is not permitted. Additionally, all employees are responsible for maintaining a high standard of personal hygiene. Hair should be neat, clean, and controlled.

Enforcement of this policy is the responsibility of the Department Manager. When questions arise as to whether an item of dress or manner of grooming is acceptable, the Department Manager should refer to Human Resources for a final decision. Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

NOTE: Everyone is expected to follow this policy; no department may alter these criteria for their own purposes.

Criteria	Monday – Thursday	Friday & Saturday	Work from Home
LADIES and GENTLEMEN			
Grooming: Hair color should be a natural color (i.e.: no orange, blue, red, etc.). Men Only: Hair must be kept short and neatly groomed above the collar. You must shave before coming to work on your scheduled days. Mustaches and sideburns are acceptable only if neatly trimmed and in good business taste.	✓	✓	N/A
ID Security Badge	✓	✓	✗
Red Shirt Monday MUST follow Monday – Thursday shirt criteria	Mondays	✗	Mondays
Dress shirts clean, pressed and in good repair	✓	✓	✓
Dress pants, including khakis clean, pressed and in good repair (ankle length okay)	✓	✓	N/A
Professional shoes – clean and in good repair worn always and pose no safety hazards	✓	✓	N/A
Collared casual and “polo” shirts including company uniform shirts	✓	✓	✓
Jeans (including any and all denim clothing) in good repair (no holes, fraying, rips, etc., even if fashionable)	✗	✓	N/A
Screen-printed T-shirts (including words, images, logos, branding)	✗	✗	✗
T-shirts WITHOUT logos or screen-printing (unless branded for DT/AT/DTD)	✗	✗	N/A
Athletic or canvas shoes including any sport-type shoes	✗	✓	N/A
Flip-flops and beach-type sandals	✗	✗	N/A
Shorts	✗	✗	✓
Hats and caps & visible undergarments	✗	✗	✗

Clothing Criteria	Monday – Thursday	Friday & Saturday	Work from Home
LADIES			
Dresses and skirts no more than 3” above the knee when sitting	✓	✓	N/A
Sundresses, halter-type and open-back dresses MUST be worn with top or jacket at all times	✓	✓	✓
Moderate neckline/professional appearance for all dresses, shirts, blouses, and sweaters	✓	✓	✓
Dress sandals with professional appearance	✓	✓	N/A
Capris with professional appearance (Mid-length and pedal pushers not appropriate)	✗	✓	N/A
Thin strap tops and dresses or tank tops unless worn with a top/jacket at all times, no bare midriff	✗	✗	✗
Leggings in lieu of pants – never appropriate in the workplace	✗	✗	✓
GENTLEMEN			
Professional neckties not mandatory, but in line with our Culture	✓	✓	✓

Dress Code for Executives

- **Gentlemen:** Dress shirt and tie are expected Monday through Thursday; sport coat with jeans on Friday.
- **Ladies:** Professional attire is expected at all times, including with jeans on Friday.

DTD WFH Video Chat Appearance Policy

#1 Guiding Principle: Would Mr. Halle be proud to have you represent Discount Tire?

We would like to go over some straight-forward policies regarding video conferencing. This is new for us here at Discount Tire. We are all trying to adjust and find common ground with that being said; we want to have a clear definition of what is expected while on a call. The same dress code policy applies as though you are having a meeting in the office. If for some reason you're unable to adhere to this policy, then please have your video turned off, so that your co-workers are unable to see you. This will be at the manager's discretion, and if he/she wants you to be present then please follow the rules below.

- **Shirts Men:** Dress shirts or polo shirts are acceptable. They should be clean, pressed and in good repair. Logoed shirts should be Discount Tire or Discount Tire Direct.
- **Shirts Women:** Choose sweaters, shirts, blouses and tank tops with moderate necklines and a professional appearance. Logoed shirts should be Discount Tire or Discount Tire Direct. Tank tops are acceptable if the straps are 2” thick or more. No bare midriff, crop top, spaghetti strap, or thin strap allowed without a coordinated top/jacket, (worn at all times). No denim fabric is allowed.
- **Caps & Hats:** Are not appropriate in this environment.
- **Grooming:** Hair must be kept short and neatly groomed above the collar. Hair color should be a natural color (i.e.: no orange, blue, red, etc.). Beards, mustaches and sideburns are acceptable only if neatly trimmed and in good business taste.

This Video Chat Policy does not supersede the office appearance policy already in place. If you are in the office, or when we get back to the office, please adhere to that policy. If you have any questions, please speak to your manager