



C O R P O R A T E / R E G I O N A L   O F F I C E   A P P E A R A N C E   P O L I C Y

**WE ARE THE  
DISCOUNT TIRE & AMERICA'S TIRE  
CORPORATE/REGIONAL OFFICE FAMILY**

**WE TAKE PRIDE IN REPRESENTING OUR BRAND**



# CORPORATE/ REGIONAL OFFICE 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. Each of us reflects an image of the Company in how we appear and how we conduct ourselves.

One way in which we can preserve our culture is through an enforced appearance policy to ensure that all employees present a professional image to customers, vendors, visitors, the public, and each other.

Common sense and good taste should be exercised in a manner that will reflect positively on the Company. The following pages will help provide clarity of the expectations for each type of approved Corporate/Regional Office appearance style.



**QUICK REFERENCE GUIDE**

# EVERYDAY LOOKS

---

## IN OFFICE



## WORK FROM HOME



# DRESS FOR YOUR DAY

---

## SPECIAL EVENT DAY



## FORMAL DAY



**STYLE GUIDE**

# SMART CASUAL

---

- :: BLAZER OR SPORT JACKET
- :: COLLARED, POLO SHIRT OR BLOUSE
- :: DRESS PANTS, KHAKIS OR DRESS JEANS
- :: CANVAS, ATHLETIC SHOES OR DRESS SANDALS



## SPECIAL EVENT DAY

---

- :: COMPANY LOGO T-SHIRT, POLO OR BUTTON-DOWN DRESS SHIRT
- :: DRESS PANTS, KHAKIS OR DRESS JEANS
- :: LEATHER SHOES OR LOAFERS
- :: CLOSED-TOED SHOES WITH A MODEST HEEL
- :: CANVAS, ATHLETIC SHOES OR DRESS SANDALS



## WORK FROM HOME

---

- :: COMPANY LOGO T-SHIRT OR POLO
- :: DRESS PANTS, KHAKIS OR JEANS
- :: CANVAS, ATHLETIC SHOES OR DRESS SANDALS
- :: PLEASE NO ATHLETIC WEAR, SHORTS OR HATS



# BUSINESS CASUAL

---

- :: BUSINESS SUIT OR SPORT JACKET
- :: BUTTON-DOWN DRESS SHIRTS, BLOUSE
- :: PROFESSIONAL DRESS OR SKIRT, KNEE LENGTH OR LOWER
- :: DRESS PANTS, KHAKIS OR DRESS JEANS
- :: LEATHER SHOES OR LOAFERS
- :: CLOSED-TOED SHOES WITH A MODEST HEEL



# BUSINESS PROFESSIONAL

---

- :: BUSINESS SUIT
- :: BUTTON-DOWN DRESS SHIRTS, BLOUSE
- :: PROFESSIONAL DRESS OR SKIRT, KNEE LENGTH OR LOWER
- :: TIE
- :: LEATHER SHOES OR LOAFERS
- :: CLOSED-TOED SHOES WITH A MODEST HEEL



