

## Corporate and 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. By 1979, store managers were provided a dress blazer and slacks in addition to their work uniform to keep a consistent and professional look for functions outside of stores that "presented a sharp contrast to the more casual appearance of most tire retailers – small or large."<sup>i</sup> One way in which we preserve our culture is an enforced appearance policy so that all employees present a professional image to customers, vendors, visitors, the public, and each other. 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.

Questionable items of apparel or footwear that are not specified may be subject to disapproval. 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.

Certain office personnel may be required to meet special, higher standards depending on the nature of their job. This is at the discretion of their department manager in special circumstances.

**NOTE: All Office employees, including Executives, are expected to follow this policy; no department may alter these criteria for their own purposes.**

**IMPORTANT: While working remotely, employees should always be camera appropriate by following the clothing criteria guidelines under the WORKING REMOTELY section below.**

IN OFFICE	SMART CASUAL	BUSINESS CASUAL	BUSINESS PROFESSIONAL	EVENT DAYS
Business suit, tie			✓	
Blazer or sport jacket	✓	✓		
Dress pants, dress capris, dress khakis, dress jeans	✓	✓		✓
Dresses and skirts, knee length or lower	✓	✓	✓	
Button-down dress shirt, blouse	✓	✓	✓	
Company logo button-down dress shirt, collared casual, or polo	✓	✓		✓
Leather shoes, loafers, closed toed shoes with modest heel	✓	✓	✓	✓
Canvas, athletic shoes or dress sandals	✓	✓		✓
NOT APPROPRIATE FOR THE OFFICE				
Non-DT branded screen-printed t-shirts	🚫	🚫	🚫	🚫
Flip-flops and beach-type sandals	🚫	🚫	🚫	🚫
Hats and caps	🚫	🚫	🚫	🚫
Shorts	🚫	🚫	🚫	🚫
Leggings in lieu of pants	🚫	🚫	🚫	🚫
Thin-strap or halter tops w/o jacket	🚫	🚫	🚫	🚫
Visible undergarments	🚫	🚫	🚫	🚫

AWAY FROM OFFICE	OFF-SITE VENDOR, DT&AT LOCATION VISITS	WORKING REMOTELY
Dress shirt, blouse, collared casual and polo shirts	✓	✓
Dress pants, dress capris, and dress khakis	✓	✓
Dresses and skirts, knee length or lower	✓	✓
Leather shoes, loafers, closed-toed shoes with modest heel	✓	✓
Company logo t-shirt or polo		✓
Jeans		✓
Canvas, athletic shoes or dress sandals		✓
Please No Athletic Wear, Shorts or Hats	🚫	🚫

***Changes to this policy:***

We reserve the right to add to, subtract from this policy without notice, but will notify you in as timely a manner as is possible.

<sup>i</sup> Michael Rosenbaum, *Six Tires, No Plan* (Greenleaf Book Group Press, 2012), 96.