



## **Store, Warehouse and Maintenance Appearance Policy**

### **Clothing & Footwear**

- Authorized Company shirts only, according to your daily assigned position
- Shirts must be tucked in
- Button down collars must be fastened
- Dark pants should be in a Dickies or Docker style, no denim material
- Dark shorts may be permitted for Service Area positions but must be no more than an inch above or below the knee
- Pants and shorts are to be worn at waist level with a belt
- Clothing should be clean and neat without holes or tears
- Shoes should be dark single color only in a work, athletic or boot style
- Socks are required and must be in a crew or ankle style

### **Hairstyle**

- Please keep hair neat and maintained
- Hair must be a natural-looking color and style
- Natural hairstyles include those historically associated with diverse communities such as braids, cornrows, twists, curls, locks and afros
- For safety reasons, longer hair must be pulled back into a ponytail or bun

### **Facial Hair**

- Facial hair is permitted, but it must be clean, neat and well-trimmed using a #3 guard (or lower)
- Maintaining a clean neckline is required

### **Tattoos**

- Visible tattoos are not permitted
- Please cover leg tattoos with long pants and arm tattoos with long-sleeve shirts

### **Jewelry/Body Piercings**

- Small post/stud earrings, wedding bands and watches may be worn, as long as they do not pose a safety risk
- No other jewelry should be worn while working in the stores
- Visible body/face piercings are not allowed

Visit the Appearance Guidelines in the Policies and Business Rules section on the HR page of the Knowledge Center for some examples of acceptable hairstyles and facial hair.

The Company will provide reasonable accommodation for reasons such as religious beliefs, disability or medical needs. Please speak with your Regional Office if you have additional questions or need to request an accommodation.

The Company reserves the right at any time to modify, suspend or terminate this policy in whole or in part.