



## TEAM MEMBER GUIDE

### **809 PERSONAL APPEARANCE**

Dress, grooming, and personal cleanliness standards contribute to the morale of all Team Members and affect the business image we present to our customers and visitors. Team Members should ensure that their personal appearance is such that any member of the public would not be offended or have cause to doubt their professionalism.

During business hours, Team Members are expected to present a clean, neat appearance and to dress according to the requirements of their positions.

The Company encourages all of its Team Members to have pride while working, wearing clothing which has the Company brand. However, while wearing the brand clothing while outside of work we ask that you maintain the same standards expected in a working environment. Team Members are the face of the Company when you are wearing the brand outside of work you are a public figure of the Company.

Should the position you hold with the Company require you to wear a uniform, then no other clothing will be acceptable and may lead to disciplinary action. Review the job description of the position you hold with the Company and consult your Manager should there be any questions as to what constitutes appropriate attire.