

Dress Code Policy For Store Support Center Associates

At [REDACTED], we strive to offer a workplace environment where associates are comfortable and appropriately dressed. Associates are responsible for projecting a professional image in the office environment and wearing their associate I. D. badge. Traditional business attire is always acceptable, or associates can adhere to [REDACTED] business casual dress policy, outlined in this brochure.

Associates visiting locations outside [REDACTED] Store Support Centers, including stores, distribution centers and banner offices, should adhere to that location's dress code policy. Associates meeting with vendors and/or business partners in the office may wear traditional business attire or business casual.

Acceptable business casual wear (Monday-Thursday) includes:

- Oxford or polo shirts
- Casual blouses, sweaters and shirts (with or without collars)
- Knee-length casual skirts or dresses
- Casual pants, cropped pants (below the knee)
- Dress shoes, boots, sandals, sneakers/tennis shoes (professional looking, clean and in good repair), loafers or walking shoes

Unacceptable attire includes:

- T-shirts, sports jerseys, sweatshirts, sweatpants or exercise gear
- Skirts with hemlines above the knee
- Shorts
- Jeans - any color (except for on Casual Fridays)
- Flip flops, beach-style sandals or stained/worn-out sneakers/tennis shoes that are not professional looking
- Revealing clothing or styles, including exposed midsections

Casual Friday Dress Policy

[REDACTED] has a Friday casual dress policy for Store Support Center locations. Jeans are acceptable on casual Fridays and other days that are specifically designated by the business as "jeans days." Please keep in mind that associates should maintain a professional image at all times. T-shirts, sweatshirts, stained/worn-out sneakers/tennis shoes and jeans with holes are unacceptable.

Acceptable Casual Friday Wear Includes:

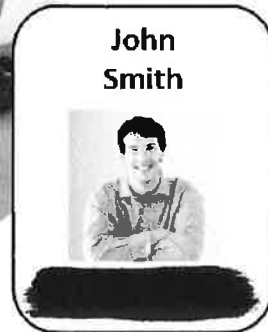
- Clean jeans in good condition
- Business Casual Dress guidelines for shirts/blouses and shoes

Appropriate Business Casual



Appropriate: Sweaters, dress shirts or casual shirts, blouses and tops (with or without collars).

Appropriate: Skirts or dresses that are knee-length or longer; casual pants (like Dockers) and associate I.D. badge.



Appropriate: Dress shoes, boots, sandals, sneakers/tennis shoes (professional looking, clean and in good repair), loafers or walking shoes.

Inappropriate Business Casual



Inappropriate: T-shirts, sports jerseys, sweatshirts, sweatpants or exercise wear.



Inappropriate: Revealing clothing or styles, including exposed midsections.



Inappropriate: Skirts with hemlines above the knee; jeans or denim material of any color; shorts.



Inappropriate: Anything low-cut, revealing or see-through.

Inappropriate: Flip-flops, beach-style sandals or stained/worn-out sneakers/tennis shoes that are not professional looking.

