



PERSONAL APPEARANCE POLICY

Employees should maintain a neat, clean, professional, and businesslike appearance consistent with job duties and responsibilities. It is expected that all employees of the Company maintain a neat, clean and appropriate appearance.

Employees should dress appropriately and professionally. To that end, you are expected to adhere to appropriate dress for your particular position. The general guidelines are as follows:

Service, Warehouse, Installers, and Personnel Utilizing the Warehouse Regularly

- a. If you are provided a Company uniform, then you must wear it.
- b. Safe work clothing must be worn in any event. No torn, ripped, or loose fitted clothing, or open-toed shoes will be acceptable.
- c. You must wear required safety shoes when in the warehouse or in the field.
- d. In the event a particular builder requires additional safety equipment you are required to comply with any such requirements.
- e. Personal grooming is required. If you choose to have a mustache or a beard, it must be neat and professional / clean cut.

Office Personnel:

- a. Casual professional attire to include dress pants, shirts, blouses, sweaters, skirts, or dresses.
- b. Dress jeans are permitted; but must not be torn or have holes.
- c. Shorts of any kind are not permitted, unless you are an employee who goes to and from the warehouse and/or field.
- d. No t-shirts; no tops that show midriffs; no tank tops; no flip flops. No work out clothing.
- e. Any attire with offensive, controversial, or inappropriate graphics, verbiage, or competitor's logos is not permitted.
- f. Personal grooming is required. If you choose to have a mustache or a beard, it must be neat and professional / clean cut. Any hairstyles, tattoos, or piercings must not detract from the professionalism of the office.
- g. No heavy scented perfumes, colognes, or lotions. These can cause allergic reactions, migraines, etc.

If you are unsure whether your personal appearance is appropriate for work, please speak to your immediate Supervisor and/or HR manager.