

DRESS CODE AND PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image SZ presents to customers, vendors and visitors.

During business hours or when representing SZ, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers, vendors or visitors in person.

The President, HR and your supervisor are responsible for establishing a reasonable dress code appropriate to the job you perform. Persons not following the dress code will be disciplined as followed:

- 1) Verbal warning and discussion about the dress code policy
- 2) Written warning and discussion review of the dress code policy
- 3) Sent home to change. Time away from work will be unpaid time
- 4) Suspension with or without pay or termination of employment

Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines must be followed. All employees will sign a form attesting to the fact they have read and understood the guidelines.

SPECIFIC DRESS CODE RESTRICTIONS:

All clothing must be clean and in good condition, and free of holes, stains, rips etc.

Footwear:

Shoes must provide safe, secure footing, and offer protection against hazards.
Warehouse employees must have a closed toe--no exceptions
No "flip flop" sandals or "slides" footwear in office. "Dress" sandals only.

Tops, Blouses, Dresses:

No strapless tops
No spaghetti straps or straps less than 2" wide
No bared midribs or torsos
No cleavage, low cut tops or open backs
No offensive/"politically incorrect" slogans on clothing
Appropriate undergarments must be worn, and not cutoffs

Shorts, Skirts, Dresses:

Length must be close to the knee (within 2-3")
In office, no blue denim jeans worn Mon-Thurs.
Shorts must be hemmed, and not ripped, torn or have holes/patches
Appropriate undergarments must be worn

Pants, Slacks

In office, no blue denim worn Mon-Thurs. Must always be in good condition
Pants must be hemmed, and not ripped, torn or have holes/patches

Leggings, Tights and Stretch Pants:

Must be worn with tops/blouses which provide coverage to the thighs

Grooming:

- Mustaches and beards must be clean, well trimmed, and neat.
- "Rainbow" colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- Excessive nor extreme makeup is not permitted.
- Offensive body odor and poor personal hygiene (dandruff, bad breath, dirty hair/nails) is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Multiple ear piercings (more than 3 rings in each ear) are not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.

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EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge receiving the above-named policy.

I understand it is my responsibility to read and comply with this policy.

I understand that I should consult the President, HR rep or my supervisor, regarding any questions not answered in the policy, or if I wish to request an exception to the policy.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____