	<h2 style="text-align: center;">Store Operations Appearance Policy</h2>	Onboarding Document

The objective of our Store Appearance Policy is to ensure that all employees' attire reflects the professionalism and standards expected of a business that serves the public. Our appearance when we are at work says a lot to our customers, vendors and visitors about the level of service we provide.

No hardship is intended by these policies. No Appearance Policy can cover all contingencies. If you are uncertain about what is acceptable to wear to work, please ask your store manager.


Applicability: This policy is applicable to all Retail Store Associates.

Proper attire for work includes the following:

- Name tags must be worn during scheduled work hours.
- Shirts: Collared dress shirts, polos, or blouses of any color with an open-collar. Knit shirts, or sweaters are acceptable. Plain T-shirts with no logos, designs, or branding may be worn, but a company issued apron **MUST** be worn at all times with the T-shirt.
- Sweaters/Jackets/Hooded Sweatshirts: You can wear a sweater, jacket or hoodie over your shirt, but it must not have logos/designs and **MUST** be worn with a company issued apron. Associates who choose to wear a hoodie are not permitted to use the hood while on duty inside the store.
- Pants:
 - o Non-management associates may wear jeans; khakis; slacks; or capris.
 - o Management associates may wear dress pants; khakis; slacks; or capris. Jeans are permitted for management associates Sunday through Thursday which are considered business casual workdays. Fridays and Saturday's managers are expected to wear Khakis or capris.
 - o Pants (including jeans) are expected to be nice (not faded/distressed or with holes).
 - o Skirts/Dresses: Dresses or skirts should be knee-length or below. Capri pants of any color are also permitted wear.
- Aprons: Red aprons are available for all associates free of charge. They can be worn over clothing by all associates. They should be clean and neat. Nametag should be on the apron when worn.
- Shoes that cover the entire foot are required. Tennis shoes or sneakers are acceptable as long as they cover the entire foot. Sandals including Crocs and any other open toed shoes are not acceptable wear due to safety reasons.
- Jewelry, Makeup, Perfumes, and Colognes should be in good taste. Excessive jewelry or outrageous piercings and tattoos that could offend employees or customers are not allowed.
- Hats are permitted for employees so long as they are clean and neat. Any messaging on headwear must be in good taste. No political or offensive statements are allowed.
- Hygiene
 - o Hair must be neatly groomed.
 - o Beards and/or mustaches are permitted but must be trimmed and well kept.
 - o Employees are expected to manage body odor as needed by any means necessary. This includes bathing regularly to maintain a clean and odor free presence.

Inappropriate attire for work includes but is not limited to the following:

- Shorts, miniskirts, cut-off pants, baggy or oversized jeans.
- Attire that could be considered provocative including but not limited to off the shoulder tops (such as tank tops), midriff revealing tops, etc. Clothing that reveals excessive cleavage, back, chest, stomach or undergarments.

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- Active loungewear such as leggings or yoga pants, ripped jeans, bedazzled trousers, distressed denim, or any pants with frayed edges are not allowed.
- Cargo Pants, Leggings, or Sweatpants.
- Torn, dirty or frayed clothing
- Sandal type footwear
- Excessive or distracting body-piercing jewelry
- Tattoos that are distracting or deemed to be offensive by a reasonable person must be covered.

Special Circumstance and Exception

Any Deviation to this policy has to be approved by HR and/or the Retail Director. Any changes to the policy have to be approved HR and or the Retail Director.

Check with Your Supervisor: It's always best to check with your supervisor or manager for any specific dress code requirements for your department or role.

Flexibility: Grocery Outlet will allow for some flexibility in dress code depending on the season or weather conditions. This flexibility will be communicated to your beforehand.

Non-compliance and consequences.

If an employee is found violating this policy, then he/she will be asked to change the attire.

Repeated policy violations will result in disciplinary action.

You must be, at all times, properly attired for work. Employees can be sent home if they violate the Store Appearance policy or if their supervisor finds their attire, appearance, jewelry or personal hygiene inappropriate, distracting or offensive. For repeat offenders, disciplinary action up to and including termination is possible.

Review and Revision History

Date	Revision No.	Reason for Change	Sections Affected
6/2025	Original	New Document	