

Company Uniform Policy

To: All Service Employees
From: James Newell
Date: 09/15/06
Re: Company Uniform Policy

The following agreement details the terms at which you are entitled to regarding the issue and use of your company uniform.

UNIFORM (COMPANY ISSUED)

The following items will be company issued and the use of the same is mandatory and considered company policy.

Mandatory Uniform Items

1. Jeans (Black) (Company Issued)
2. Heather Polo Shirt w/ Company Logo (Company Issued)
3. Jacket w/ Company Logo (Company Issued)
4. Black Steel Tip Boots (employee issued but can be purchased through company for \$55.00).
5. Black Belt (Employee issued - can be purchased through company for \$10.00)

Optional Uniform Items

1. Baseball Cap w/ Company Logo (Company Issued)
2. Black Cargo Shorts (not applicable for all positions - see management for details)

All mandatory items must be worn in unison and should be worn as they are intended (ie. no rolling up of jeans or shirts, shirts are to be tucked in at all times, etc.) In addition, if choosing to wear optional Uniform Items, the cap must be worn straight (not sideways or backwards) or not at all. The cargo shorts are to be worn at the hip and above the knees and with a belt at all times (as with the jeans). Black socks must be worn while wearing shorts.

Employees are expected to practice good hygiene and are expected to look presentable and professional at all times. In addition, employees are expected to be clean shaven at all times. Facial hair is acceptable, however each employee is required to keep all facial hair well trimmed at all times.

