



Dress Code Policy

Our dress code requirements are simple and reasonable. We expect you to maintain a high standard of grooming and to present a professional business appearance consistent with the duties and responsibilities of your position. Always dress neatly and avoid any apparel that may not be in keeping with good business taste and safety standards. Although by no means exhaustive, the following are a few dress code requirements:

- Garments should cover the body. Avoid exposure. Briefs, halters, short shorts, tank tops and tube tops are not acceptable.
- Clothing containing suggestive words or pictures is prohibited. Examples include: obscenity, nudity and other non-suggestive printed designs on blouses, shirts, hats and pants.
- Wear shoes that are comfortable and safe. Avoid slippers, sandals, tongs and other open-toe style shoes. Footwear must be appropriate for the job performed. Shoes must be worn at all times.

Dress guidelines generally vary, by department. If you have questions about what is appropriate attire in your department, ask your supervisor. Some general differences are outlined as follows:

Office/Sales Employees

All office employees are expected to dress in professional attire. Examples of acceptable office attire for women include: dresses, suits, skirts and blouses, and dress pants. For men, examples of acceptable office attire include: suits, dress shirts and ties, slacks, and sports shirts. Unacceptable clothing includes, but is not limited to: jeans (unless approved by management), cargo pants, sweat pants, jogging suits, tank tops, tee shirts, very short shirts or dresses (more than 5" above the knee), sheer clothing, garments that are revealing, distracting, provocative, frayed or damaged, and open-toe styled shoes.

From Labor Day through Memorial Day, office employees are permitted to wear business casual attire. We define our business casual to be essentially the same guidelines as above, with the following exceptions:

- Acceptable casual office attire includes khaki-style pants, a button-down polo shirt, or a long-sleeved button-down shirt and/or sweater combination.
- All tops should be business casual appropriate colors in either blue, white, beige or navy.

Non-Office Employees/Technicians

For employees that work around machinery or vehicles, they must wear clothes that do not present safety hazards. First, you should not wear loose clothing, neckties, long sleeves or jewelry (rings, watches, necklaces, bracelets, etc.) that might get caught or tangled in tools or moving equipment. Also, hair should be worn at a safe length.

I acknowledge receipt of the Burt Watson Chevrolet Inc. Dress Code Policy. I have read the policy, understand its contents, and agree to abide by it.

**SIGNED MASTER EMPLOYEE AGREEMENT AND ACKNOWLEDGEMENT FORM WILL BE KEPT ON FILE
IN THE HUMAN RESOURCES OFFICE**