

# stichd<sup>®</sup>

## **b.01** Dress code

**Purpose:** To provide all Associates with the Dress Code expectations that require store staff to represent our Brand, outfitted in the most current merchandise.

### **Policy**

Associates are required to arrive for their scheduled shift, dressed and ready to perform the duties and responsibilities of their position. In addition to merchandise provided by Stichd, all Associates are required to wear a name/function badge, at all times.

### **Procedure**

Should an Associate arrive for their scheduled shift and does not meet the requirements outlined for Stichd Dress Code, the Selling Manager on Duty has the following options for action:

1. Take uniform from available stock of uniforms and register in the log **n04 Staff Uniform Allowance** and charge the amount to the employee (to be deducted from next payslip)
2. The Associate will be sent home to change into an outfit/footwear that meets the Dress Code requirement and is not permitted to sell on the sales floor until the Associate is able to return dressed according to the Policy. The non-compliance is documented in the Store Communication Log by the Manager on Duty and may be addressed by the Store Manager as a Performance Action Notice.
3. As a last resort, Selling Manager on Duty will purchase uniform for the Associate and process the transaction in accordance with Policy and Procedure. The Associate will make the change to their outfit necessary, in order to comply with the Policy. This is completed before the Associate begins their scheduled shift.
4. If neither option is available to the Selling Manager on Duty due to an impact of business and/or service, the Associate will be sent home, forfeiting their shift. The non-compliance is documented by the Selling Manager on Duty and may be addressed by the Store Manager as a Performance Action Notice.

Any infractions of the Dress Code Daily Requirement are considered a violation of Policy and Procedure. As a result, an Associate may receive Progressive Discipline for the lack of compliance, up to and including, Termination of Employment.

**Dress Code Requirements are the following:**

### **General Notes**

- Employees are required to wear current season PUMA Footwear (whenever provided by Stichd) and Manchester City Club tops, at all times, unless otherwise directed by Store Operations.
- All clothing must be neat, clean and in good repair.
- Personal grooming, hygiene, and appearance must be in support of a professional work

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environment.

- At no time, may competitor's merchandise be worn during the Associate's shift. (Examples, but not limited to: Adidas, Nike, Reebok, Under Armour or any other competitor's Football Club Merchandise)
- Undergarments and/or bare midriffs both front and back, may not be visible at any time.

## Requirements:

1. At the discretion of the Store Manager, t-shirts may be worn as a top layer.
2. Swimwear, outerwear, and open-toed shoes (e.g. flip-flops, sandals) may not be worn at any time.
3. Shorts (if provided as part of uniform) may be worn during summer season. Shorts should not be worn outside of this timeframe.
4. Footwear that is clean, in good repair and in "like new condition" is to be worn at all times.
5. If an Associate's socks are visible, they must be PUMA.
6. Headwear for legitimate religious purposes may be worn.
7. During promotional events, when store merchandise is provided to Associates, Associates are required to wear the merchandise provided, within the guidelines above as well as in accordance with the direction provided by the event leader.
8. Bodywear may not be worn as an outer layer.

## Examples, but not limited to, of Unacceptable Dress for Employees:

1. Swimwear of any kind.
2. Tank tops as a single layer.
3. Inappropriate accessories such as, but not limited to, beepers, cell phones, MP3 players, may not be worn.
4. Heavily distressed merchandise or other garments that are not supportive of a professional work environment are not acceptable.
5. Any footwear, which will interfere with the effective and safe execution of job responsibilities; examples, but not limited to: flip-flops and open toed sandals.
6. Clothing or appearance that is not clean and in good repair or hygiene that is not supportive of the Brand or a professional work environment.
7. Undergarments, worn as a visible layer, or that become visible due to the Associate's movement, are unacceptable.
8. Bare midriffs, both front and back, may not be visible at any time.

All uniform allowance is processed in accordance with **n04. Staff Uniform - Associate** and MUST be followed as per employee.

Questions concerning the Stichd Dress Code for Associates should be directed to the Store Manager before arriving for the Associate's scheduled shift.

HR Department should be aligned and aware to ensure there are no misalignment within an employment contract.