

508 Associate Dress Code Standards

Dress Code (Blain Supply)

All Blain Supply Associates are required to maintain standards of cleanliness and personal hygiene. Associates dress, appearance, and grooming shall be such as not to be detrimental to the positive image of Blain Supply, Inc. Management reserves the right to make determinations of what may be considered detrimental to the good image of Blain Supply, Inc.

Distribution Center Associates

Safety is the main issue governing dress standards for all Distribution Center Associates. Pants or shorts can be worn and shirts can be short sleeve, long sleeve or sleeveless. Clothing should not be too loose fitting as to create a safety hazard. Footwear must be enclosed; leather shoes or boots are suggested.

Office Associates

Associates should follow dress standards for business casual (i.e. slacks, dockers, shirts, blouses, sweaters, etc.) Jeans of any color, shorts, sweatshirts, “team logo” apparel, tank tops, or any other form fitting apparel (i.e. leggings and yoga pants) are not permitted. Flip flops, Crocs, tennis and/or athletic shoes are not permitted. Only when there are supervisor approved special chores or projects (i.e. warehouse work, store sets, storage room work, plan-o-grams, etc.) will wearing jeans or tennis/athletic shoes be permitted.

Dress Code (Stores)

All Blain’s Farm & Fleet Associates & Management are required to wear assigned uniforms/shirts. Clothing and uniforms must meet appearance standards of neatness, length, and be laundered without stains. **All Associates and Management are required to tuck in their Blain’s Farm & Fleet shirts and wear name badges when on duty. The wearing of buttons or pins, which have not been approved by Management, is prohibited.**

Basic grooming standards, as determined by the company, must be maintained by all store Associates. Facial piercing and jewelry, (i.e. nose, eyebrow, lip, tongue etc.), excessive tattoos and/or tattoos that may be deemed offensive in nature are not allowed and should be removed or covered. Management reserves the right to make determinations of what may be considered inappropriate and detrimental to the positive image of Blain’s Farm & Fleet.

508 Associate Dress Code Standards (continued)

Management

Long or short sleeve blue Farm & Fleet polo shirts and “docker” style pants. Footwear must cover the toes and heel. Open toed or open heeled shoes (IE Crocs, clogs, sandals) are not allowed. For the purpose of safety, a sturdy leather or canvas shoe is recommended.

Retail Selling Associates

Long or short sleeve red Farm & Fleet T-shirts, Henley shirts, Polo shirts or sweatshirts and jeans or a “docker” style pants.

Optional company provided carpenter aprons approved for non-cash handling Associates.

Specially designated caps are allowed for Associates staffed in carts and carryout.

All shirts are required to be tucked in.

Footwear must cover the toes and heel. Open toed or open heeled shoes (IE Crocs, clogs, sandals) are not allowed. For the purpose of safety, a sturdy leather or canvas shoe is recommended.

Warehouse/Stocking Crew/Service Center/Small Engines

Service Center and Small Engine Repair Associates are required to wear company provided uniform shirts and pants. Safety-toed shoes are required for Service Center Associates.

Warehouse Associates/Stocking Crew are required to wear company provided uniform shirts and jeans or “docker” style pants. Leather work shoes or boots are required. Safety-toed shoes are recommended for Warehouse/Stocking Crew.

Specially designated caps are allowed but not required for Warehouse associates only.

Automotive and Tire Desk Associates

Automotive Department Associates and Tire Desk Associates are required to follow the Retail Selling Associate guidelines. After successfully completing the “Automotive Specialist” testing, Associates have the option to purchase and wear “Automotive Specialist” shirts.

Footwear must cover the toes and heel. Open toed or open heeled shoes (IE Crocs, clogs, sandals) are not allowed. For the purpose of safety, a sturdy leather or canvas shoe is recommended.

508 Associate Dress Code Standards (continued)

Special Circumstances

Between the dates of May 25th and September 30th, hourly store Associates may wear Capri pants and Associates working in the Warehouse, Inventory Control and Carts & Carry-outs may wear shorts not longer or shorter than 1” from the knee (“docked”, utility, cargo or jean style.) **Shorts will not be allowed to be worn by the stocking crew at any time of the year.**

Grooming and Hygiene

All Associates are expected to maintain acceptable levels of cleanliness and personal hygiene. Unkept hair or beards will not be acceptable. The length of hair or beard will never be such as to cause a safety hazard. In the case of office Associates, an individual’s hair or beard should be such that it is not considered to be detrimental to the good image of the company. The same consideration will be given to an Associate’s jewelry.

In summary, all Associates’ dress, appearance, and grooming shall be such as not to be detrimental to the positive image of our company.

Because it is impossible to specifically identify every dress code and appearance standard in writing, the ultimate decision of what is appropriate in the workplace will be placed at management’s discretion. Anything that is deemed by management to be offensive, inappropriate, or distracting to our business will be addressed on an individual basis. Management reserves the right to send an individual home without pay to correct any issues arising from the deviation of this policy. We simply want our Associates to always portray a neat, clean, and professional appearance for each other and our business associates and customers.