

THE UNIFORM/DRESS CODE

Your employees represent our Brand image to every customer they encounter. Their appearance will do much to emphasize to customers the cleanliness of your store and the quality of your products. Good employee appearance is essential to providing excellent customer service. For this reason, TMC requires that you have all your employees wear a clean Branded uniform (ARCO AMPM) and name badge while on duty. Uniforms help customers recognize store employees if they have a question or need assistance. They also provide a standard dress code and ensure a professional appearance. Employee dress should always be neat and appropriate, with observance of the following guidelines:

- **Uniform** – All site personnel are required to wear a clean and pressed uniform with a nametag during all shifts. Any clothing that is over worn, torn, cut-off, frayed, baggy, patched, or bleached out will not be allowed. No spandex or athletic wear of any kind is permitted. Skirts, shorts, dresses, ties, and non-religious headwear such as hats or bandanas are not allowed for safety reasons.
- **Pants** – Clean black slacks, or black jeans (not faded) are the only acceptable pants. Blue jeans are acceptable to sites with Wetzel's Pretzels ONLY. **NO SHORTS. PANTS ONLY.**
- **Smock** – Short sleeved collared shirts, plain white tee shirts, blouses or golf style knit shirts are required to be worn under the smock. Shirt sleeves and shirttails must not be visible. The smock must be buttoned up the front, with the option of leaving the top button open.
- **Shirts** – Polo shirts are worn out and oxford shirts must be tucked in, and a dark belt must be worn. Only white undershirts are allowed and, if worn, cannot be visible beneath the sleeves. Shoes – Presentable and comfortable closed toe shoes must be worn at all times. Clean tennis shoes, athletic shoes and sneakers are all acceptable. Dress shoes, sandals, high heels, and platform shoes are not acceptable for safety reasons.
- **Hair** – All hair must be clean and neatly styled. Long hairstyles must be pulled back and secured away from the face. Appropriate hair confinement must be used in food service areas where required by law. Extreme hair colors (such as neon or pastel) from dyeing, bleaching, or tinting is not permitted.
- **Facial Hair** – Facial hair must be neatly trimmed and well-groomed.
- **Jewelry** – Jewelry should be kept to a minimum to maintain a safe and secure work environment. If worn, no more than two earrings per ear. No oversized hoops or dangling earrings are permitted for safety purposes. Any other piercings on the face or body are not to be visible. This includes tongue, nose, and eyebrow rings.
- **Tattoos**- Tattoos cannot be vulgar or offensive, and must be covered or discreet.
- **Cologne/Deodorant** – The use of deodorant or anti-per spirant is required. A light cologne or perfume is acceptable.
- **Hands** – Hands must be kept clean. Disposable gloves must be worn when handling food service items. Nails must be kept clean and neatly trimmed no longer than ½ inch long.
- **Sunglasses** – Glasses with coated lenses that prevent customers from seeing your eyes are not acceptable. Sunglasses are not allowed inside the store.