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## Dress Code and Appearance Policy

Cutting Edge Renovation & Painting expects employees to maintain a clean, safe, and professional appearance while working, representing the Company, entering customers' homes or businesses, driving Company vehicles, or working on jobsites.

Because employees often work directly around customers and customer property, appearance and clothing should reflect the professionalism of Cutting Edge Renovation & Painting while also supporting jobsite safety.

### General Appearance

Employees are expected to report to work in clothing that is clean, appropriate for the work being performed, and neat appearance.

Employees should avoid clothing that is:

- Excessively dirty at the start of the workday
- Torn or excessively worn
- Unsafe for the work being performed
- Revealing or inappropriate
- Offensive or unprofessional
- Displaying inappropriate language, images, or messages

Because renovation and painting work may cause clothing to become dirty or stained during the workday, reasonable job-related wear is understood. However, employees are expected to start the day looking clean and professional.

### Company Shirts

Employees are required to wear Company-issued shirts while working unless otherwise approved by management.

Company shirts are provided at no cost to employees. Shirts that become damaged, heavily stained, or excessively worn may be exchanged, provided the old shirt is turned in.

Company shirts may not be worn:

- While performing side work
- While doing non-company work
- Off duty in public places where alcohol is consumed
- In any way that could reflect poorly on the Company

Company shirts must be returned upon separation of employment, regardless of condition.

## Footwear

For safety reasons, employees must wear enclosed shoes while working.

The following are not permitted while working:

- Flip-flops
- Crocs
- Sandals
- Slides
- Open-toe shoes
- Open-heel shoes
- Footwear that creates a safety risk

Employees performing certain tasks may be required to wear additional safety footwear based on jobsite needs.

## Pants, Shorts, and Weather-Appropriate Clothing

Employees should dress appropriately for the weather while still maintaining safety and professionalism.

Long pants are recommended for most work. Shorts may be worn when appropriate for the work and weather, but they must be at least fingertip length.

The following are not permitted:

- Jogging shorts
- Basketball shorts
- Excessively short shorts
- Clothing that restricts safe movement
- Clothing that may catch on tools, ladders, equipment, or materials

Employees may wear long-sleeved shirts underneath Company shirts when needed for weather, comfort, or sun protection.

## Outerwear

Outerwear worn on the job must be appropriate for the workplace and must not display offensive language, inappropriate images, or political content.

Employees should make sure jackets, hoodies, and other outerwear do not interfere with safe work practices.



## Paint and Job-Related Stains

Paint-stained clothing may be acceptable on scheduled painting days or when job duties are expected to result in paint exposure. However, employees should use good judgment and avoid reporting to work in clothing that appears excessively dirty, unprofessional, or unsuitable for customer-facing work.

Employees are encouraged to keep an extra set of work-appropriate clothing available in case a change is needed during the workday.

## Personal Hygiene

Employees are expected to maintain appropriate personal hygiene while working and representing the Company.

Employees should report to work clean and free from strong odors that may affect customers, coworkers, or the work environment.

## Safety Requirements

Clothing and appearance must not create a safety hazard. Employees may be required to adjust clothing, remove accessories, tie back hair, or use required personal protective equipment depending on the work being performed.

Employees must follow all safety-related clothing and PPE requirements for the jobsite.

Additional safety expectations are covered in **Policy HR109: Safety and Accident Reporting Policy**.

## Customer-Facing Professionalism

Employees regularly work in customers' homes, businesses, and neighborhoods. Employees are expected to dress and present themselves in a way that reflects positively on the Company.

Employees who are unsure whether clothing is appropriate should ask HR, a supervisor, or management before wearing it to work.

## Failure to Follow Dress Code

Employees who report to work in clothing or footwear that is unsafe, inappropriate, or unprofessional may be required to change before beginning or continuing work.

Failure to follow this policy may result in corrective action, up to and including termination of employment.

## Questions

Questions about dress code, Company shirts, footwear, or appearance expectations should be directed to HR, a supervisor, or management.



