



05/23/2025

A reminder of our company dress code. Each role at Star has a required appearance requirement. Our Employee Handbook states the following:

### **Dress and Grooming**

Customers and the public visit us at our workstations as a part of routine business. We require that employees observe and practice conservative good taste in dress and appearance. Extremes in makeup, hairstyling, dress, or jewelry should be avoided as they reflect unfavorably on both the individual and Star.

Employees may be required to wear a uniform depending on their position and job duties. Employees who do not meet a professional standard may be sent home to change and non-exempt employees will not be paid for that time off.

A reasonable standard of dress rules out blue jeans, shorts, tee shirts with non-company logos, tank tops, halter-tops, hoody sweatshirts or any extreme in dress, accessory, fragrances or hair. It is impossible and undesirable to define an absolute code for dress and fragrances. The company will apply a rule of reason on a case-by-case basis. Management may make exceptions for special occasions. Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by the Company Owner and not by individual departments or managers.

### **Specific Descriptions:**

**Service Department Tech's:** A company provided uniform which includes the corporate name, franchise logo, and employee first name.

**Sales Department Staff:** A Star GMC logo shirt with the employee's first name embroidered or a name tag. Shirts tucked in with a belt.

**Administrative and Department Support Staff:** Business casual attire for both men and women. Which is a blend of professional and relaxed styles, often allowing for more flexibility than traditional business attire but still maintaining a polished appearance. It's about finding the right balance between comfort, professionalism, and safety while also respecting the workplace environment. Star GMC logo apparel is strongly encouraged. Name tags are required for all positions that deal directly with customers.

I am available for questions and clarifications.

Respectfully,

Rob Grow – StarCarHR