



Last Review Date: 02/15/2023

## Non-Associate Dress for Your Day Standards for Assignment at JM Family Enterprises, Inc. (JMFE)

### Overview

JM Family Enterprises Inc. and its subsidiaries (“JMFE”) are committed to providing individuals with the flexibility to dress for their day while reflecting our professional environment. JMFE expects that individuals use discretion and good judgment and dress in accordance with the activities they have planned for the day. This requires that individuals always present themselves in a clean, well-groomed manner.

### Scope

This applies to all individuals at all locations, though certain departments may require an exemption to these standards based on business need or safety concerns. Department heads will provide detail on specific dress requirements, such as uniforms or safety regulations, as they apply to the department and/or the assignment’s role

### Details

It is JMFE’s goal to have engaged and productive individuals. Accordingly, everyone is encouraged to dress for their day.

If you are having a casual day, then casual attire, including jeans, sneakers and dressy t-shirts are acceptable. If your day includes activities that require a more formal presentation, or you are hosting/attending meetings with clients, vendors or employees from another company, you should assess the environment and expectations of the meeting when determining suitable attire. Open communication is encouraged when there is uncertainty regarding appropriate attire.

### Guidance

For some general guidance, ask yourself these questions when dressing for your day.

If you answer yes to these questions, you are likely in good shape!

- Do I look clean, well-groomed and presentable?
- Will I be taken seriously based on how I have presented myself today?
- Are my clothes an appropriate length and do they provide appropriate coverage?

If you answer yes to the questions below, you will want to re-think your attire for the day:

- Would others I interact with today be offended by my attire?
- Are my clothes or shoes stained, ripped or frayed?
- Do I look sloppy or unkempt?
- Do I look like I’m ready for the beach, gym, nightclub, or bed rather than work?



The following lists examples of inappropriate attire:

- Shorts
- Flip flops or thong sandals
- T-shirts or clothing with graphics, words or slogans (plain dressy t-shirts and polo shirts with small manufacturer's logo on shirt pockets or sleeves are okay!)
- Hats and headwear except for medical, religious or work requirements
- Tattoos that should not reasonably be shared at work because of the images, words or location (non-offensive exposed tattoos are okay!)

Please note that these are guidelines and not fully inclusive lists of appropriate and inappropriate attire.