



Last Review Date: 08/12/2024

Non-Associate Dress for Your Day Procedures for Assignment at JM Family

Overview

To provide information and guidance related to appropriate attire for assignment in specific work location.

Scope

This applies to all individuals at all locations.

Details

Individuals whose attire or grooming is deemed to be inappropriate for their job and/or department may be required to go home to change into appropriate clothing.

Role Specific Dress Requirements:

Individuals should work with department heads to understand dress requirements for their assignment. If their assignment is not listed in this procedure, they should work with the department head regarding any uniform or dress requirements that may differ from the Dress for Your Day Standards.

SET Parts Distribution Center & Vehicle Processing Centers Production:

Pants: Uniform bottoms in black (PDC & VPC) or khaki (VPC) purchased from the SET uniform vendor or any other retailer can include shorts, pants, capris/crop pants, sweatpants (similar in style to those available from the SET uniform vendor). Bottoms should be free of designs, striping or large logos and at least as long as the fingertips when arms are at your sides.

Shirts: SET uniform tops are required to be worn while on assignment. Company provided shirts are permitted.

Footwear: Enclosed shoes are mandatory throughout all facilities and the yard.

Outerwear: All individuals on assignment for the PDC and visitors must wear a safety vest when not wearing a safety-colored shirt, sweatshirt or jacket; including Fridays when uniform shirts are not required. All individuals on assignment for the VPC may wear any coat/jacket over their uniform in colder weather.

All clothing and jewelry must be free of scratch potential including rivets, buttons, snaps, etc.

Southeast Transportation Systems Car Haulers & Mechanics:

When working around or on vehicles all clothing and jewelry must be free of scratch potential including rivets, buttons, snaps, etc.



Mechanics: STS uniform tops, bottoms and approved safety shoes are required.

Car Haulers: Collared uniform shirts are required while representing STS including all time spent while logged on-duty whether at a dealer’s property, fuel stops, driving or loading. STS t-shirts may be worn during loading/unloading on company property only.

Solid-colored bottoms, either khaki or black, are required. Shorts (minimum length as long as the fingertips when arms are at your sides), or pants are acceptable. Bottoms should be free of designs, striping, or large logos. No denim is allowed.

Aprons, coveralls and belt covers are provided upon request in an effort to maintain a scratch-free environment.

Company approved safety shoes are required for loading, unloading and any time an individual is standing on the trailer.

JM Lexus:

Individuals that work in the office should dress for their day. If their day includes time spent on the sales floor, they should select attire appropriate for potential customer interaction. ID badges should be worn by all. For individuals who interact with customers, name tags or uniforms with names embroidered should be worn at all times.

Dress expectations for JM Lexus are listed below for the following assignment roles:

<p>Service Drive Concierge</p> <ul style="list-style-type: none"> ● Black polo shirt or black uniform shirt 	<p>Parts Shipping and Receiving</p> <ul style="list-style-type: none"> ● Black polo shirt with name embroidered ● Black uniform work pants
<p>CSR’s/Rental Agents and Estimator</p> <ul style="list-style-type: none"> ● Gray JM Lexus logo polo ● Gray, dark gray or black slacks or skirt ● All black shoes 	<p>Service Consultants</p> <ul style="list-style-type: none"> ● Gray JM Lexus polo shirt ● Black pants or black skirt ● All black shoes & black belt



<p>Booker/Service Center Assistants</p> <ul style="list-style-type: none"> ● Teal JM Lexus logo shirt ● Black pants or black skirt ● All black shoes & black belt 	<p>Technicians</p> <ul style="list-style-type: none"> ● Uniform shirt with embroidered JM Lexus logo and individual's name ● Uniform pants that are position specific
<p>Parts Specialists and Boutique</p> <ul style="list-style-type: none"> ● JM Lexus logo polo shirt ● Black pants 	<p>Body Shop Supervisors</p> <ul style="list-style-type: none"> ● Red Lexus logo polo shirt ● Gray, dark gray or black slacks or skirt ● All black shoes
<p>Sales Floor Individuals</p> <ul style="list-style-type: none"> ● Your Plus Dealer logo polo shirt ● Gray, dark gray or black slacks ● Solid, long-sleeved button-down shirt in light solid colors or white with a base pattern. Dark colored solid or patterned shirts are not allowed. Jacket must be worn if you're not wearing a tie. If wearing a shirt in a color other than white, a jacket must be worn. ● Black dress, or a black sweater with gray, dark gray, or black slacks or skirt 	