



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

Overview

JM Family Enterprises, Inc., JM Family Holdings Group LLC, and JM Family Automotive LLC (including its subsidiaries other than JM NTP Holdings LLC (and its subsidiaries)), (collectively, “the Company”) are committed to providing individuals with the flexibility to dress for their day while reflecting our professional environment. The Company 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 the Company'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.

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.

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.

Role Specific Dress Requirements:

Individuals should work with management in the department to understand dress requirements for their assignment in the event that there are any uniform or dress requirements that may differ from the Dress for Your Day Guidelines.

Click the links to find specifics for the following Business Units:

[JM Lexus](#)

[SET Parts Distribution Center & Vehicle Processing Centers Production](#)

[Southeast Transportation Systems \(STS\) Car Haulers & Mechanics](#)

[SETF Customer Experience Centers](#)

JM Lexus:

Service Drive Concierge	Black polo shirt or black uniform shirt
Parts Shipping and Receiving	Black polo shirt with name embroidered Black uniform work pants
CSRs/Rental Agents and Estimator	Black or Grey JM Lexus polo shirt Black or Grey pants or skirt All black shoes & black belt



Service Consultants	<p>Black or Grey JM Lexus polo shirt</p> <p>Black or Grey pants or skirt</p> <p>All black shoes & black belt</p>
Booker/Service Center Assistants	<p>Teal JM Lexus logo shirt</p> <p>Black pants or a black skirt</p> <p>All black shoes & black belt</p>
Technicians	<p>Uniform shirt with embroidered JM Lexus logo and associate name</p> <p>Uniform pants that are position-specific</p>
Parts Specialists and Boutique Associates	<p>JM Lexus logo polo shirt</p> <p>Black pants</p>
Body Shop Supervisors	<p>Lexus polo shirt</p> <p>Grey, dark grey or black slacks or skirt</p> <p>All black shoes</p>
Associates that work on the sales floor	<p>The company name badge must be always worn on the right-hand side.</p> <ol style="list-style-type: none"> 1. Official Lexus Polos Option (Grey or Black Your Plus Dealer Polo) short or long sleeve is acceptable. These can be worn all year round. If a long sleeve shirt is worn under the polo, it must be solid black only. Outerwear worn during colder weather should be business professional. 2. Approved Pant Colors: Grey, Dark Grey, Blue, Black or Khaki slacks. 3. Alternative: Slacks with long sleeve button-down shirt with no tie. Shirts must be white based and lighter in color (white, light blue, lavender, light green) and can be a solid color, checkered or striped. It cannot be denim, flannel, floral, or dark colors. 4. Additionally, female associates may wear a solid black dress or colored shirts if worn with a business professional pant/skirt suit. Black or grey business professional tops with black or grey pants are allowed without suit jackets. Lexus Plus Polos with Gray, Dark Gray and Black pants are also acceptable.



SET Parts Distribution Center & Vehicle Processing Centers Production:

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

Pants: Uniform bottoms in black, grey, or khaki 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). Form fitting yoga like pants/bike shorts are not allowed.

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 at work. Shirts earned through special company programs may also be worn (e.g., Kaizen Shirts). Promotional shirts are not permitted.

Uniform modifications are not allowed (ie. Removing sleeves, tying up sleeves, cutting necks of shirts, rolling up pants, cutting pants, etc.)

Footwear: Fully enclosed shoes (no openings, including heel and toe) with a sturdy upper and a sturdy sole are mandatory throughout all facilities and the yard. Shoes with any openings are not acceptable. Footwear requirements also apply to visitors.

Outerwear:

PDC associates 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.

VPC associates and visitors are required to wear a high visibility vest at all VPC locations before 8:30 am.

VPC associates may wear any coat/jacket over their uniform but under their vest in colder weather.

Southeast Transportation Systems (STS) Car Haulers & Mechanics:

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

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

Auto Haulers: Company-supplied T-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. Collared shirts are optional but not required. When on the loading yard, they must wear Hi-Viz shirts or vests supplied by STS.

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.



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

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

SETF Customer Experience Centers:

On occasion management may approve festive or more casual attire for designated events. If this occurs, guidelines will be set and communicated in advance.

Associates are expected to follow the guidelines by:

- Taking pride in their appearance
- Adhering to acceptable hygiene standards
- Wearing clothing that is clean, fits properly, free of holes, stains, odors, and appropriate for the office environment

When working from home, it is important to maintain a professional appearance when you are on camera. Your attire, grooming, and posture can affect how your audience perceives you and your message. Please ensure that you look presentable and confident on screen.

Business casual should be worn when conducting business or working from other locations such as a vendor or client office, attending an industry conference or seminar, or a job fair unless otherwise approved by management.

Failure to comply with the standards set forth in these guidelines may result in the following:

- Associates will be asked to change when not in compliance with the requirements. When sent home, they may flex or use Paid Time Off (PTO) if they return to complete their schedule. Failure to return and complete the schedule is subject to the attendance policy.
- Continued patterns of non-compliance will result in further disciplinary action.

CEC leaders are responsible for interpreting, enforcing, and exemplifying the JMFE Dress for Your Day and CEC guidelines. Associates should direct questions about these guidelines to their management team or Human Resources.

The following are never appropriate:

- Tank tops or undershirts without a shirt, jacket, blouse, or top covering them.
- Allowing undergarments to be visible.
- Clothing that reveals cleavage, the midriff, back, upper thigh and other areas of the body that should be covered in the office setting.
- Wrinkled, torn, disheveled clothing, athletic wear, sweats, jogging suits, walking suits and similar weekend wear.
- Unkept hair (facial or head)

Casual Dress Guidelines



Appropriate	Inappropriate
Any article of clothing appropriate under Business Casual guidelines	
T-shirts, Sweatshirts with or without hoods (small clothing manufacturer logo only)	Any shirt with graphics, slogans, or writing.
Company issued shirts and T-shirts Company sponsored charity partner event shirts and T-shirts	
Hooded tops or shirts (non-t-shirt or sweatshirt)	
Jeans, Casual Slacks (All pants must be free of holes and may not be excessively tight or revealing).	Sweatpants or Yoga pants (knee, mid-calf, or long lengths), Running Suits, Warm-Up/Track Suits, Exercise Wear, Shorts of Any Kind
Sneakers, Tennis Shoes, Clogs, Boots (including rain boots or snow boots), Casual Shoes or Sandals (not those made of synthetic materials i.e., plastic, rubber, or foam)	Flip Flops (Including Yellow Box), Beach or any rubber, foam, or plastic sandals, Crocs, House Slippers (and any shoes that resemble slippers made of fabric or sweater material)
	Hats, Caps, or Head Scarves (except on weekends) unless medically necessary or for religious practices
Casual Dresses, Jean Dresses & Skirts, Maxi Dresses (All dresses may not be excessively tight or revealing).	Cocktail, Evening Dresses, Mini Skirts, Backless, Strapless, Low Cut, Spaghetti Strap Dresses or Blouses
	Tank Tops, Sheer, Tight, or Revealing Clothing



Capri/Cropped Pants, Leggings worn with a dress, skirt, tunic, or long length top that falls to the mid-thigh area or longer	Leggings not worn with a tunic or long length top shorter than the mid-thigh area, Stirrup Pants, Skorts, Shorts, Rompers
Cargo Pants	

Business Casual Dress Guidelines

Appropriate	Inappropriate
<p>Dress Slacks, Khakis, Casual Slacks and Trousers (Belts must be worn when pants have belt loops showing)</p> <p>This includes Dress Chambray and Linen.</p>	<p>Jeans of any color, Sweatpants, Shorts of any kind, Pants with holes, excessively tight or revealing.</p>
Sweaters, Turtlenecks, Vests (worn with appropriate shirts)	Tank tops, Sweatshirts, T-Shirts
<p>Company issued shirts (polo or button up)</p> <p>Company sponsored charity partner event shirts (polo or button up)</p>	<p>Company issued T-shirts</p> <p>Company sponsored charity partner event T-shirts</p>
Hooded tops or shirts	Hooded Sweatshirts or T-shirts
Topsiders, Loafers	Tennis Shoes, Flip Flops (Including Yellow Box), Beach or any rubber, foam, or plastic sandals, Crocs, House Slippers (and any shoes that resemble slippers made of fabric or sweater material)
Boots (including rain boots or snow boots), Sandals (not those made of synthetic	



materials i.e., plastic, rubber, or foam)	
	Hats, Caps, or Head Scarves (except on weekends) unless medically necessary or for religious practices
Dresses and Skirts (including Maxi) This includes Dress Chambray and Linen	Denim, Cocktail, or Evening Dresses; Mini Skirts
Blouses, Dress Shirts, Tunics, Collared Shirts	Sweatshirts or T-shirts
Leggings worn with a dress, skirt, tunic, or long length top that falls to the mid-thigh area or longer. Dress Slacks, Khakis, Casual Slacks and Trousers must be ankle length or longer.	Capri/Cropped Pants, Leggings not worn with a tunic or long length top shorter than the mid-thigh area
Sleeveless Dresses and Blouses This includes Dress Chambray and Linen	Sheer, Backless, Strapless, Low Cut, Spaghetti Strap Dresses or Blouses
Flats, Pumps, Boots (including rain and snow), Wedges (including cork), and Dress Sandals (must be professional looking and made of high-quality materials such as leather, wood, and not foam, plastic, etc.)	
Dress or Polo Style Shirts (Collared button shirts- long or short sleeve); Shirts must be tucked in unless designed to be un-tucked. Small logos are allowed.	Sleeveless Shirts