



## DRESS CODE

Employees are responsible for ensuring that their dress and grooming project a positive image to our customers, potential customers, the public, and co-workers. We expect employees to use good judgment and follow the procedures below in determining appropriate dress and grooming.

### Procedures:

1. All employees are responsible for maintaining a neat and professional appearance including good personal hygiene. Excessive finger-nail length is not acceptable.
2. Employees who have face-to-face contact with customers must maintain a clean and neat appearance. Fad hairstyles including, but not limited to, unnatural coloring of the hair, Mohawks, or unconventional cuts are not permitted. A man's hair length should not exceed the top of his shirt collar. Tucking long hair under a hat does not constitute compliance, except in production/shipping/fleet areas.
3. Employees cannot use earbuds or blue tooth devices while on customer premises.
4. Facial hair will be allowed in all locations in all departments. Facial hair must be neat and trimmed. Full beards must be trimmed at the neckline. Scruff is not allowed.
5. Male employees are not allowed to wear earrings during working hours. Females will be limited to two earrings in each ear. No other visible body piercing is allowed.
6. Visible tattoos that are lewd (offensive in nature) or excessive (covering the majority of exposed skin) must be covered.
7. Supervisors and Managers can specify additional dress and grooming requirements based upon working conditions. They are responsible for enforcing the dress and grooming policy.
8. Jeans are never permissible, even during fundraisers.
9. Employees will be sent home to make appropriate changes if their personal appearance or dress is deemed unacceptable or for poor personal hygiene. The time spent away from the job for such purpose is not considered as time worked under the Fair Labor Standards Act.

### Dress Guidelines

Coca-Cola Bottling Company United, Inc. dress and grooming guidelines provide a professional appearance to both the customers and consumers of our products. All work days are considered business casual. In complying with the business casual dress code, one should project a positive image of Coca-Cola.

## Office and Management Staff Dress Guidelines:

- “Business casual” clothing is permitted. “Business casual” attire encompasses many looks. For purposes of this policy, “business casual” means clothing that is comfortable at work, yet appropriate for an office environment.
- Ties will be worn if a meeting is scheduled with clients, vendors or employees from another employer unless visitors agree in advance to follow business casual attire.
- Acceptable Business Casual Attire includes, but is not limited to slacks, khakis, capris, golf shirts, and shirts with a finished neckline, skirts, dresses, turtlenecks, or sweaters. Clothing and shoes must be neat and clean.
- Unacceptable attire includes, but is not limited to tee shirts; jeans; sweat pants, shorts, sweatshirts, or workout attire; cutoffs; beach attire; halter, spaghetti strap or tank tops; dresses or skirts that are excessively short; clothes that are too tight, too small, sheer or clothing that otherwise is revealing, distracting, or provocative; or any article of clothing that promotes the products and/or services of companies other than our own; and tennis shoes, flip-flops, beach shoes or slippers.

## Sales, Vending, Shipping, Loading, and Fleet Dress Guidelines:

- Delivery and service employees in the Sales and Vending, Shipping & Loading and Fleet Departments shall wear standard uniforms provided by the Company. The authorized apparel consists of pants and/or shorts, long and short sleeve shirts, a black or brown belt, black or brown shoes and a jacket. Employees will provide their own socks, shoes and rain gear.
- Employees shall not wear uniforms at times other than going to, while at, or going home from work only. Employees will not be allowed to wear uniforms, or any component of their uniform, (cap excluded) for after-hour activities. Employees will avoid questionable activities, events, and locations while wearing their uniforms.
- A clean Company uniform must be worn daily. Shirts must be kept buttoned. All shirts designed to be tucked must be tucked inside pants. Shoes must be clean and in good condition.
- Employees who separate employment from the Company must return all uniforms to HR on their last day of employment. Failure to do so may result in having the costs of the uniforms withheld from your paycheck.
- Crew socks or ankle socks are acceptable provided that the sock can be seen. Footlets are not acceptable.
- Should an employee wish to purchase additional uniform accessories (i.e., rain jacket), HR will allow payment through payroll deduction.
- All employees are required to remove all jewelry except medical alert badges or plain wedding bands when working in or passing through open container areas such as the depalletizer, rinser, filling room and mix room.
- Any health or safety regulation that requires more stringent grooming standards within a specific department will be strictly observed.