

Janik, Ltd. – Pet Supplies Plus Appearance Policy - Effective: April 1, 2013

All team members of Pet Supplies Plus are representatives of the company. It is important for team members to exercise sound judgment with regard to personal appearance, dress and grooming to enable them to be most effective in their performance as well as uphold the image of Pet Supplies Plus.

Pants:

- Jeans must be modest in fit, pulled up & cinched at the waist.
- Jeans must be modest in design; multi-colored, frayed, ripped, or distressed jeans are not acceptable.
- Jeans cannot display writing, logos or excessive embellishments (e.g. beads, sequins)
- “Blue jean style” pants only, but color can be blue or black.

Shirts:

Team Member:

- A Pet Supplies Plus designated shirt must be worn.
- No other shirts can be worn over the Pet Supplies Plus shirt unless a designated Pet Supplies Plus fleece.
- Another shirt may be worn underneath the Pet Supplies Plus shirt. The shirt worn underneath must be black or white to best coordinate.

Leadership (includes Assistant Manager and Store Manager):

- A Pet Supplies Plus designated polo shirt must be worn.
- No other shirts can be worn over the Pet Supplies Plus shirt unless a designated Pet Supplies Plus fleece.
- Another shirt may be worn underneath the Pet Supplies Plus shirt. The shirt worn underneath must be black or white to best coordinate.

Shoes:

- Sneakers or athletic shoes are acceptable; no open toe shoes or sandals are permitted.
- Employees must wear shoes that are practical and safe for their jobs.

Hairstyles and Hats:

- Hair should be clean, presenting a well-groomed appearance at all times.
- Hair accessories are acceptable provided they are professional in appearance and match attire.
- No type of head covering (e.g., scarves, hats, etc.) should be worn unless for religious purposes.

Facial Hair:

- Sideburns, moustache and beard must be neatly maintained and trimmed.

Jewelry:

- Jewelry for men and women should be kept to a minimum.
- Earrings and facial jewelry are acceptable provided it is a small stud.
- Ear gauges must be covered with flesh-toned fillers, such as plugs or silicone retainers.

Tattoos:

- Small tattoos are acceptable; tattoos that are or perceived as offensive, large, excessive or distracting are to be covered by clothing or other means

Fingernails:

- Nails must be clean, moderate length, and neatly shaped.

Personal Hygiene:

- Perfumes, colognes and powders which are heavily scented should be avoided.
- All clothing must be clean, neat, in good condition (e.g. free of holes, fading, etc.) and fit properly.

Nametags:

- All employees are required to wear a name tag, at all times

Store Managers will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered. The company reserves the right to send an employee home if he or she reports to work dressed or groomed inappropriately.

An environment of mutual cooperation is the company's goal. Violations of this policy will be considered an offense that may be subject to discipline up to and including termination of employment.

Team Member Name (Print) _____

Team Member Signature _____

Date _____