

**Midvale Location & Corporate HQ**

631 W Commerce Park Dr  
 Midvale, UT 84047  
 Phone (801) 561-8300  
 Fax (801) 561-8383  
 Toll Free (800) 999-5778

**Logan Location**

642 N 1000 W Unit #104  
 Logan, UT 84321  
 Phone (435) 774-1200  
 Fax (435) 774-1210  
 Toll Free (866) 774-1201

**Ogden Location**

1410 Gibson Avenue  
 Ogden, UT 84404  
 Phone (801) 621-6426  
 Fax (801) 621-0456  
 Toll Free (800) 234-3857

**Orem Location**

1021 N 1430 W  
 Orem, UT 84057  
 Phone (801) 225-7742  
 Fax (801) 225-7946  
 Toll Free (800) 333-3962

## ALLRED'S BUSINESS DRESS & PERSONAL APPEARANCE POLICY

(Revised 03/24/11)

You are expected to dress and groom yourself in accordance with conservative social, business, and safety standards, particularly when your job involves dealing with visitors or customers in person. As directed by Allred's President, each branch and department manager is responsible for contributing toward, and implementing reasonable dress and appearance requirements appropriate for the each position.

At minimum dress standards include company provided logo shirts for inside sales, warehouse, delivery and transfer staff. No other shirts are authorized. In addition company logo jackets or sweatshirts are provided during colder weather, for those whose work stations include warehouse or outside work. No other jackets, etc, are authorized. Clean, full length denim pants or slacks, in good repair and conservative style are acceptable.

Office staff may choose between company logo shirts, or casual business business styles of shirts, slacks, skirts, or dresses. Name tags will be provided and required for all staff members.

Athletic style T-shirts, jerseys, shorts, warm-up pants, etc. are not acceptable at any time. Logo style apparel other than Allred's Inc. logo, or logos of products distributed by Allred's are not acceptable. Extreme style attire, such as baggy pants, garish colors, or revealing styles are not appropriate. Clothing with non-business messages, graphics, slogans, etc, are prohibited. Clothing must be clean and in good repair. Holes, gross wear patterns, are inappropriate. Extreme styles of hair, beards, moustaches, or exposed tattoos are also prohibited.

Only full coverage foot ware is approved. Sandals are not approved. Extreme styles of boots, heels, colors, etc, are not approved. Shirts are to be tucked in, accompanied by belts, suspenders, and/or back supports when worn as designed and intended. Caps are optional, and are to be worn as designed, i.e. forward, not sideways or backwards.

Traditional jewelry, worn conservatively as designed and intended is allowed. Except for traditional ear rings, piercing and face, nose, eyebrow, lip, tongue, etc, etc, jewelry is not.

Branch and department managers have the authority to determine appropriate dress and grooming under these general descriptions. If your manager feels your attire or grooming is out of place, you will be advised what corrections are needed, and you will be required to leave the workplace until you comply. You will not be paid for the time you are away from work for this purpose. Repeat violations of this policy will lead to reprimands and discipline which may include warnings, suspension, or dismissal.