



**SPARTAN APPEARANCE, GROOMING, &
PERSONAL PROTECTIVE EQUIPMENT
("PPE") STANDARDS- OPERATIONS**



Spartan Appearance, Grooming, and PPE Standards

At WhiteWater Express Car Wash ("WhiteWater"), safety and professional appearance are fundamental to how we operate. Grounded in our commitment to **Safety, Soap, and Smiles** these standards are essential to protecting our Team Members, ensuring a safe environment, and delivering a consistent, high-quality

Team Members are required to maintain a professional appearance, appropriate grooming, and compliance with all safety and Personal Protective Equipment ("PPE") requirements while on duty.

Professional Appearance & Uniform

Team Members must present themselves in a neat and professional manner when wearing company-issued uniforms or displaying the Company logo. Company-branded clothing may only be worn during working hours. All clothing must fit properly and must not create a safety hazard.

Pants: Khaki pants (non-denim slacks). Pants must be worn at the Team Member's natural waistline. No ripped and torn pants allowed. No cargo pants permitted. Elastic or spandex pants are not permitted.

Shorts: may be worn depending on the season. Shorts cannot be longer than the knee, and no shorter than 3 inches above the knee. "Capri" style pants/shorts are not permitted.



Belts: Belts must be black or brown with simple buckle design.

Hats: Only company-issued hats may be worn and must be clean and free of damage. Hats must be worn forward at all times; wearing hats backward or sideways is not permitted. Stickers or alterations are not allowed.

Shirts: Only company-issued shirts may be worn. Shirts must be clean, undamaged, and tucked in at all times.

Name Badges: Company-issued name badges are always required and must be worn on the chest only in a crisp-clean holder, lanyards are not permitted.



Personal Conduct on Company Property

Team Members are expected to maintain a professional presence at all times on company property, including with personal items and vehicles. Inappropriate, offensive, or derogatory stickers, signage, or similar materials are not permitted. WhiteWater reserves the sole discretion to determine what is considered inappropriate or offensive.

Personal Protective Equipment ("PPE")

Personal Protective Equipment ("PPE") is provided by the company and is required for specific tasks to ensure team member safety. Most PPE is kept on-site at every location, with the exception of the Arc Flash Suit, which will be provided to you individually once all Electrical Safety Policy prerequisites have been met. It is the responsibility of every team member to inspect their PPE before each use; if any equipment is found to be defective or damaged, it must be reported to a supervisor immediately for replacement.

Footwear: Team members must wear closed-toed, structured shoes in black, brown, or gray. Slip-resistant footwear is required—hiking boots are recommended. Canvas shoes, including styles like HeyDudes, Sperry's, and boat shoes, are not allowed. If wearing shorts, socks must be black or white and no higher than mid-calf.

Ear Protection: Company-issued ear protection is required when working near loud noises (blowers and chemical room). Any other ear protection must be HR approved and may only be worn inside the tunnel or chemical room.

***Headphones and earbuds are not permitted for safety reasons.**

Safety Glasses: Safety glasses are mandatory for Team Members operating equipment that utilizes compressed air or water. While not required for all staff, the use of safety glasses is strongly recommended for personal protection. Sunglasses may not be used as a substitute for certified safety glasses.

Gloves: Appropriate gloves must be worn when performing tasks that involve exposure to chemicals, cleaning agents, sharp objects, hot surfaces, or other potential hand hazards. Gloves must be selected based on the specific task and hazard and used in accordance with training and safety guidelines.

Gloves must be worn correctly, maintained in good condition, and replaced if torn, damaged, or contaminated. Disposable gloves are intended for single use and must not be reused.

Gloves do not replace proper hand hygiene. Team Members are required to wash hands thoroughly after removing gloves and between tasks as needed.

Winter Attire

Jackets: A company-issued windbreaker must be worn over your own jacket.

Beanies and Headwear: Team members can wear their own black beanie or the company-issued beanie. Non-company-issued headwear is not allowed, except with approved accommodations. Contact HR for accommodation requests. Beanies may be worn when the temperature is below 50 degrees Fahrenheit.



Logos and Graphics: All underlayers must meet dress code standards. Visible non-company or competitor branding is not permitted at any time.

Layers: You can wear long sleeves, hoodies, or jackets under your company-issued shirt or jacket, but they should be neutral colors (gray, white, black, navy blue) to match company uniforms.

Neck Gaiters: Neutral-colored neck gaiters and similar clothing items are allowed, but they must meet safety standards to avoid injury from loose clothing getting caught in equipment.

Winter Footwear: For snowy and icy conditions, OSHA recommends wearing insulated, waterproof boots with strong traction. In extreme conditions, additional traction aids, such as cleats or ice grips, may be necessary for added safety.



Grooming & Appearance Standards

Team Members must maintain appropriate personal hygiene, including regular bathing, use of deodorant or antiperspirant, and proper oral hygiene. Fragrances such as cologne, aftershave, and perfume must be applied lightly. While on duty or on company premises, Team Members may not use or consume substances that create strong or lingering odors (e.g., cigarettes, chewing tobacco, vapor products).

Tattoos: Tattoos must be covered. A black long-sleeve compression undergarment may be worn under a company shirt. Tattoos above the neck are not allowed.

Fingernails: Fingernails and hands must be kept clean. Unnatural shapes or ornamentation of the fingernails are not permitted. Fingernails must not exceed a quarter of an inch beyond the fingertip.

Jewelry: Only one watch or fitness device may be worn. For the safety of all Team Members, bracelets are not permitted. Chains, keys, lanyards, large belt buckles, cell phones, and any electronic devices worn on the outside of clothing are not allowed.

Team Members may wear one earring per ear, limited to stud earrings up to ½ inch; dangling or hoop earrings are not permitted. Visible body modifications are not acceptable (e.g., extended earlobes). Gauges up to 1" (25 mm) are allowed but must be a natural skin color. Visible body piercings (lip, tongue, facial, etc.) are not permitted. Only one ring, a wedding band or ring set, is allowed.

Hair: Hair must be clean, neat, and maintained in a natural color (no purple, green, blue, pink, or other non-natural tones). Haircuts and styles must be professional and conservative; extreme styles, including shaved or sculpted designs, or hair that falls into the eyes, are not permitted. Sideburns must be neatly



trimmed and may not extend below the middle of the ear. Hair that would otherwise touch the shirt collar must be pulled back and secured. Conservative braided hairstyles are permitted, provided they do not include beads or ornamentation.

Eyewear: Team Members may wear sunglasses or prescription glasses provided they meet the following guidelines: only neutral or black-framed glasses with transparent lenses that clearly show the wearer's eyes are permitted; mirrored or opaque lenses, as well as bold-colored or patterned frames, are not allowed. Sunglasses must be removed when interacting with customers.

Glasses may not be worn on top of the head and must be stored properly when not in use. Eyewear retainers are allowed but must match the company uniform. Medical exceptions must be validated with appropriate documentation and approved by Human Resources.

Facial Hair: Beards and mustaches are permitted if they are neatly trimmed and no more than ½ inch in length. Beards must be maintained above the neckline, and mustaches may not extend below the corners of the mouth. All facial hair must be well-kept and fully grown, with no patchiness.

Clean-Shaven

Full Beard



Team Members are expected to follow these standards while on company premises. Failure to adhere to the Dress Code policy may result in disciplinary action up to and including termination of employment.

Enforcement

Managers are responsible for consistent and fair enforcement of these standards. Team Members who do not meet expectations may be required to correct their appearance or may be sent home. Continued non-compliance may result in disciplinary action, up to and including termination. Failure to enforce this policy may result in corrective action for managers.

Accommodations

Reasonable accommodations will be made for sincerely held religious beliefs and disabilities unless doing so would create an undue hardship. Requests for accommodation or questions regarding this policy should be directed to Human Resources at HR@whitewatercw.com or 844.715.1250.



*****In extreme environmental conditions, managers may approve temporary modifications to ensure safety and compliance.*****

Dress Code Acknowledgment Agreement:

I acknowledge that I have received the required uniforms for my role at WhiteWater. I understand that these uniforms remain the property of the company and must be returned upon termination of my employment or upon request from management.

Agreement Terms:

1. Uniform Responsibility

I am responsible for keeping the uniforms clean and in good condition. Any loss or damage beyond normal wear and tear may result in replacement charges.

2. Return of Uniforms

Upon termination of my employment, whether voluntary or involuntary, I agree to return all company-issued uniforms in good condition within two (2) days.

Team Member Name: _____

Team Member Signature: _____

Date: _____

For any questions, please contact your supervisor or reach out to the Human Resources Department at **HR@whitewatercw.com** or **844.715.1250**.