

DRESS CODE POLICY

Revised: November 2023



Team Members are expected to uphold **WhiteWater Express's** image of cleanliness and neatness. Since our employees represent the Company to our customers, we need you to always dress and act in a presentable manner when wearing the company uniform and/or logo. Company branded clothing is only allowed to be worn during working hours.

Employees must present themselves professionally, including personal items, vehicles, etc. Inappropriate, offensive, or derogatory stickers, bumper stickers, and similar signage are not allowed on company property. WhiteWater reserves the right to decide what is inappropriate, offensive, or derogatory.

All Team Members are required to maintain the highest standards relating to personal hygiene including bathing and use of deodorant or antiperspirant, brushing of teeth, and use of mouthwash as necessary. Cologne, aftershave and perfume, are acceptable if applied lightly. While on the clock and company premises team members should not use or consume any substance that has strong odors (i.e., cigarettes, chewing tobacco, vapor cigarettes. etc.).

Managers are responsible for enforcing dress and grooming standards for their team members. Any employee whose appearance does not meet these standards may be counseled. If their appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change into something more appropriate.

Reasonable accommodation will be made for employee's sincerely held religious beliefs and disabilities when such accommodations do not cause an undue burden. If you would like to request an accommodation or have other questions about this policy, please contact the HR department at HR@whitewatercw.com or call 844-941-1362.

UNIFORM:

- **Khaki chino pants** (non-denim slacks). Pants must be worn at the employee'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.



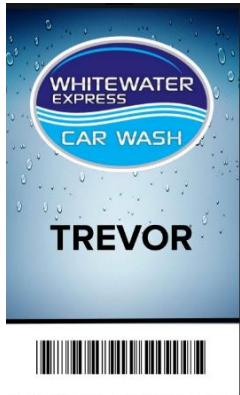
Black or Brown belt with simple buckle design.

Company-issued hats untattered and clean only. Wearing the cap backward or sideways is not acceptable. Stickers on hats are not permitted.



A company-issued **shirt** untattered and clean (all shirts must be tucked in).

Black, brown, or gray closed-toed structured shoes must be worn. Slip-resistant shoes are highly recommended. No canvas shoes are permitted (i.e. HeyDudes, Sperry's, and boat shoes are not permitted). If wearing shorts, socks must be no higher than the mid-calf. Black or white socks only.



Company-issued **name tags are** always required and must be worn on chest only in a crisp-clean holder



Company-issued **ear protection** must be worn while working around loud noises (blowers and chemical room). All other ear protection must be approved by area directors and only worn inside the tunnel or chemical room.

Headphones and earbuds are not permitted for safety reasons.

WINTER ATTIRE:

- Only company-issued jackets are permitted to be worn over a company-issued shirt in cold weather.
- Only company-issued beanies and hooded jackets may be worn on the head, but they must not obstruct vision. Non-company-issued headwear and hoodies are not allowed, except with approved accommodations. Contact HR for accommodation requests. Non-issued clothing like long sleeves, hoodies, and jackets can be worn beneath a company-issued shirt, but they must be in neutral colors (black).
 - Company-issued beanies may be worn when the temperature is below 50 degrees Fahrenheit.
- 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.



TATTOOS:

- Tattoos must be covered.
- If tattoos are on the legs, long pants must be worn.
- 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 is allowed to be worn.
- For the safety of all employees, no bracelets are permitted to be worn.
- Chains, keys, lanyards, large buckles, cell phones, and any electronic devices on the outside of your clothing are not permitted.
- Employees can wear one earring per ear. Up to 1/2 inch stud earrings are permitted.
- Dangling or hoop earrings are not permitted.
- Body modifications visible to guests are not acceptable (for example, extended earlobes)
- Gauges up to 1" (25mm) are allowed, but they must be a natural skin color; unusual or unnatural colors are not allowed.
- Body piercing that is visible (lip, tongue, facial, etc.) is not permitted.
- The only ring that is permitted is one wedding band/ring set.



HAIR:

- Hair must be clean, neat, and if colored, maintained in a natural tone. This means no colors such as purple, green, blue, pink, etc.
- A neat, natural haircut and hairstyle is important. Extreme styles such as shaving or sculpting a design in the hair or allowing hair to fall into your eyes are not permitted.
- Sideburns must be neatly trimmed and no longer than the middle of the ear.
- Hair that would otherwise touch the shirt collar must be pulled back and secured.
- Conservative braided hairstyles without beads or ornamentation are permitted.



SAFETY GLASSES / SUNGLASSES:



- Sunglasses are allowed at work but must be taken off when speaking to guests. Exceptions require HR and manager approval based on medical recommendation.
- Sunglasses are not to be placed on the top of the head.
- Eyewear retainers that match with company uniform colors are acceptable.

- Safety glasses are required to be worn by any employee using equipment with compressed air or water. All other employees are encouraged to wear safety glasses for their own safety. Sunglasses are not an acceptable substitute for safety glasses.

FACIAL HAIR:

- Beards and mustaches that are neatly trimmed and no more than $\frac{1}{2}$ inch long are permitted.
- Beards must be kept trimmed above the neckline.
- Mustaches may not extend below the corner of the mouth.
- Facial hair must be well-kept and fully grown with no patches.
- We may ask to remove any cut that can be deemed as a distraction to customers and co-workers

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 separation from employment.

If an employee has questions, please contact your supervisor or the Human Resources Department at HR@whitewatercw.com or 844-399-6910.

Employee Name: _____

Employee Signature: _____

Date: _____