



FRANCHISEE APPROVED UNIFORM PROGRAM

Store # _____

Purpose

Ensure a positive, professional and consistent image and enhance the food service appearance in all 7-Eleven stores. Use of 7-Eleven approved uniforms is required by 7-Eleven store franchise agreement.

Franchisee/Managerial Options

- Name tag on the right upper portion of the shirt, smock, or polo (in nametag eyelets if applicable)
- Dark or khaki slacks or skirts (No denim jeans material of any color or type)
 - Slacks should extend to the top of the foot and not exceed the bottom of the sole of the shoes; waistband not below waist
 - Skirts not more than 2" above knee
 - Belted, unless smock is worn
- 7-Eleven white long or short sleeved oxford shirt/blouse or
- 7-Eleven smock (fully or $\frac{3}{4}$ zipped) or
- 7-Eleven red apron, worn with 7-Eleven white oxford shirt/blouse or 7-Eleven polo shirt (black or white)
 - Shirt/blouse tucked in
- Approved uniform program tie/ascot (optional)
- Closed toe, non-skid shoes
 - Worn with socks or hose
- Outerwear as necessary: 7-Eleven approved sweater over 7-Eleven white oxford shirt/blouse

Store Staff Options

- Name tag on the right upper portion of the shirt, smock, or polo (in nametag eyelets if applicable)
- Dark or Khaki slacks or skirts (See above) (No denim jeans material of any color or type)
 - Belted, unless smock is worn
- 7-Eleven smock, fully or $\frac{3}{4}$ zipped, worn with plain white shirt or with 7-Eleven white long/short sleeved oxford shirt/blouse or
- 7-Eleven red apron, worn with 7-Eleven white oxford shirt/blouse or with 7-Eleven polo (black or white)
 - Shirt/blouse tucked in
- Closed toe, non-skid shoes
 - Worn with socks or hose
- Outerwear as necessary: 7-Eleven approved sweater over 7-Eleven white oxford shirt/blouse

Hats - Headwear

- Hats must be worn when required by Health Laws
- Hats may be worn for a 7-Eleven-approved promotional program and if certain medical conditions exist.
- Hats must be 7-Eleven logo baseball cap or other approved apparel provided by 7-Eleven – brims facing forward
- Headwear worn for religious reasons is permitted

Examples of Inappropriate Dress

- Denim jeans material of any color or type
- Shorts, jogging suits, parachute or sweat pants
- Skirts which are more than two inches above the knee
- Hats (other than specified above)
- Open toed shoes, flip flops, sandals or high-heeled shoes
- Tee shirts, tank tops, sweat shirts, or muscle shirts
- Jewelry worn in a facial piercing with the exception of a single earring per ear of a conservative style; excessively large jewelry or jewelry that dangles outside of the employee's clothing; multiple rings, bracelets or necklaces
- Any clothing which is overly revealing
- Any part of standard attire that is not clean and in good repair
- Non-7-Eleven buttons or pins on shirts or smocks

Hygiene Guidelines

- Avoid overpowering colognes or perfumes
- Attention paid to personal hygiene issues
- Hair (including facial hair) should be clean and groomed in a manner appropriate for a business/food service environment; color should appear professional
- Nails should be clean, neatly trimmed and filed in a manner appropriate for a business/food service environment and in accordance with any local health laws/guidelines

I have read the Franchisee Approved Uniform Program Policy and I fully understand my responsibilities. I further understand that if I do not comply with this policy then I will be subject to disciplinary action up to and including separation.

Franchisee Employee Signature

Franchisee Signature

Franchisee Employee Name (Printed)

Franchisee Name (Printed)

Date

Date