



# AAV Warehouse Dress Code Policy

08/06/24

## **General Notes:**

- **Compliance:** All employees are expected to always comply with the dress code while in the warehouse.
- **Professional Appearance:** Maintaining a professional appearance is essential to uphold the company's image.

## **Enforcement:**

- **Managers Responsibility:** Managers are responsible for enforcing the dress code among their team members and can adjust depending on the needs of the situation.
- **Non-Compliance:** If a manager deems an employee's attire as non-compliant with the dress code, the manager has the authority to:
  - Request the employee to change into appropriate attire.
  - Send the employee home without pay for the remainder of the day if the dress code violation is not rectified.

This policy is designed to ensure a consistent and professional appearance among all employees, while also prioritizing their safety through appropriate protective measures.

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## Warehouse Dress Code Policy

### **Footwear:**

- All employees must always wear steel-toe boots or shoes while on the warehouse floor. This is to ensure maximum protection against potential hazards.

### **Clothing:**

- Employees are encouraged to wear the AAV T-Shirt. This helps in promoting a unified and professional appearance.
- Shirts with non-offensive logos or words are permitted. Any clothing with offensive or inappropriate language, images, or symbols is strictly prohibited.
- Both shorts and jeans are acceptable attire. However, shorts must be of an appropriate length, and jeans should not be overly distressed or torn.

### **General Appearance:**

- All clothing should be clean and in good condition.
- Personal hygiene must be maintained to ensure a pleasant and professional working environment.

Failure to comply with this dress code policy may result in disciplinary action. We appreciate your cooperation in maintaining a safe and professional workplace.

#### **HEADQUARTERS**

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Orlando, FL 32837  
407.888.8300

#### **TALLAHASSEE OFFICE**

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505 West Pensacola Street  
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