

Personal Appearance

You are expected to display a professional appearance at all times and to maintain the Company standard of presenting a clean, polished image to everyone with whom you come into contact. You are expected to be in your proper uniform and well-groomed at all times while on duty.

Your appearance will help determine the level of respect you command, and the public's impression of Allied Universal. The following minimum standards are, therefore, mandatory. Specific Customer requirements that may differ from the Company standards will be communicated when you are assigned to such a post. Exceptions to these standards may be authorized for reasons such as religious beliefs, medical necessity or disability. If you would like to request an exception or would like additional information on this topic, please contact your Human Resources Representative.

Hair

- Must be clean, neatly cut and groomed.
- Length of hair should not extend past the shirt collar, or must be pulled back away from the face and secured for your safety. Any hair accessory must be conservative and complementary to the uniform.
- Hair sculpting or extreme hairstyles are not permitted.
- Extremes in dying, bleaching, or tinting are not permitted, and if hair is dyed, it must be in a natural color.
- Hairstyles and textures that are associated with a particular race or other protected group are not prohibited.

Facial Hair

- Sideburns must be neatly trimmed and cannot extend past the bottom of the earlobe.
- Where mustaches and/or beards may be permitted under Customer standards, such facial hair must be neatly trimmed and conform to the contours of the face. Exceptions may be made for medical or religious reasons as a reasonable accommodation.

Personal Grooming

- Conservative makeup is permitted, as determined by your Supervisor.
- Hand and fingernails are to be kept clean and trimmed. Nail polish may be used in a conservative manner and color. No extreme colors or styles or length.
- Use of a deodorant or antiperspirant along with regular bathing is required due to the constant close interaction with others.
- Reporting to work or being on duty while smelling of alcohol is strictly prohibited. In addition to violating the Company's personal grooming standards, doing so may constitute reasonable cause for requiring the Employee to submit to drug/alcohol testing under the Company's Alcohol and Drug Free Workplace Policy.
- Cologne, aftershave and perfume are permitted only in minimal amounts and when not offensive to others.

Jewelry

- Only one ring per hand is permitted, and it must not be unreasonably large.
- Watches and tie clips are permitted, but bracelets and chains are not.
- One set of conservative post-style earrings, not to exceed the size of a dime, are permitted.
- Other than the earrings and rings noted above, no other visible rings or jewelry are permitted on the body (tongue, brow, nose, etc.).
- The only items permitted to be on a uniform while an employee is on duty are issued name tags and Allied Universal issued service pins.
- As with all permitted personal property brought into the workplace, you assume all responsibility for the loss or damage of such item(s).

Other Items

- Hats are not permitted except where issued as part of the uniform (this does not include head coverings worn for religious purposes).
- Eyeglasses are to be conservative in style. Sunglasses are only permitted while on outside duty during sunny weather and only where they do not interfere with your duties of observation and detection.
- Visible tattoos or body art are prohibited. Tattoos or body art must be covered by your uniform or by makeup of the same or similar color as your natural skin color.

The Company reserves the right to make discretionary judgments on acceptable grooming standards and will follow all applicable federal, state and local laws regarding enforcement of these policies. You may be asked to leave the worksite if your grooming does not meet Company standards.

Uniforms

A primary duty of a Security Professional is to serve as a deterrent to criminal activity. Your uniform will serve as one of your most important tools in maintaining this deterrent effect, along with being alert and practicing the grooming standards noted above. Due to the important nature of the uniform, state licensing agencies and some of the Company's Customers retain the right to penalize or fine the Company if Employees are not in the proper or complete uniform. Its importance cannot be overstated.

The Company will provide you with all required uniform items except socks, shoes and belt (except in certain armed accounts, where a "duty belt" will be provided). During your orientation you will be fitted for the uniform appropriate to the post to which you will be assigned and you will be instructed on how to wear it properly. The specific uniform issued to you will vary depending on your assigned account and individual items may vary depending on the time of year.

You will be issued a set of uniforms that must be worn at your post at all times while you are on duty. Allied Universal uniforms may not be worn outside of work or at any time while not on duty (except when travelling to and from work). It is against Company policy to wear an Allied Universal uniform for any purpose other than while performing work for the Company. Violation of this policy may result in disciplinary action, including termination of employment.

Allied Universal does not charge Employees for their uniforms – they will be issued to you at no cost. Your uniform must be clean and presentable at all times. If your uniform shows signs of wear, bring it to the office so that a new one can be issued to you. If you lose or destroy any uniform item, you may be responsible for paying the current cost of a replacement, only where such may be permitted by law.

Some post locations provide a changing room and/or lockers for use by security personnel assigned to that location. Please note that in all such instances, changing rooms and lockers are provided as a **convenience** only – you are expected to arrive to work in your full required uniform, ready to perform your job duties. If you elect to arrive to the Customer post in "street" clothes and change into your uniform at the Customer property, ***you are doing so on a strictly voluntary basis, you remain required to start and end your shift on time and in uniform, and will not be paid for the time it takes you to put on your uniform before the start of your shift or change out of your uniform at the end of your shift unless required by law.***

- You must dress in the uniform provided to you by Allied Universal that is appropriate for the post at which you are assigned. You may not wear personal items in lieu of any uniform item (i.e., your own white shirt or black/dark colored pants).
- You will supply your own solid, dark colored socks to be worn with any standard Allied Universal uniform. White or light-colored socks are permitted only where required for a Customer-specific uniform profile.
- You will supply your own shoes, which should be a style approved for your account. They must be black, closed-toe shoes with no more than a ½" heel, and must be clean and in good condition. Other specific footwear may be prescribed by the post at which you are assigned. The Company may provide sources for purchasing footwear at discounted prices for your convenience. If the shoe type required at any post is unusual or not of a type that could be worn "off duty" or outside of work, then the Company will pay for the cost of such footwear as a "uniform" item (e.g., steel-toed shoes).
- You will supply your own belt (except for a required duty belt, which will be provided by the Company). Your belt should be the style and color approved for your uniform style and account, and should be in good, clean condition. Belts that display excessive wear or fraying should be replaced.
- Your ID badge, if assigned, must be worn on your outermost garment so it is visible at all times.
- Badges and patches must be on specific uniform items as may be required by the Company and/or state/local guard licensing agencies in the jurisdiction to which you are assigned.

Allied Universal[®] has three (3) primary types of uniforms:

- 1. Hard Profile** – This is a “wash and wear” type uniform typically consisting of black or dark colored pants and a white or blue short or long-sleeved shirt. Employees assigned this type of uniform are responsible for washing and maintaining their own uniform, which requires no special handling and may be washed according to the Employee’s normal laundering routine with the Employee’s other normal clothing.
- 2. Soft Profile** – This is typically a suit (matching pants and jacket) with a solid white or colored dress shirt and tie, or dress pants and a blazer. Employees assigned this type of uniform may be provided with Company-paid dry cleaning where legally required in order to maintain the uniform (or in remote areas where dry cleaning pick up/delivery service is not possible, the Employee will be reimbursed the cost of dry cleaning the uniform items).
- 3. Customer-Specific Profile** – This is a unique uniform specified by a Customer based on site specific needs (for example, khaki shorts and a polo shirt in warm-weather Customer environments). Items that are “wash and wear” are to be maintained by the Employee; dry-clean only items will be maintained by the Company (or where such is required and not provided by the Company, reimbursement may be provided).

The uniforms issued to you are in excellent condition. Upon your separation from the Company, you are expected to return the uniform in the same condition allowing for normal wear and tear. In the event that some or all of your uniform is lost, stolen, abused or damaged or otherwise not returned to the Company upon your separation, the Company reserves the right to hold you financially responsible subject to applicable law. Similarly, the Company may issue you equipment to perform your job duties (radios, flashlights, safety gear, etc.), and you will be held to the same requirements of returning them in good condition or you may be held financially responsible where permitted by law.