

NEW! OPTIONAL NAME EMBROIDERY PLACEMENT

First Name or First Name and Last

Initial are to be placed on the **Opposite Side Chest** from the Logo. The charge is \$8.00 per line.

INTERNET SECURITY

Feel free to read the Privacy & Security Policy provided on the E-Store's Website.

RETURNS OR EXCHANGES

Read the Return and Exchange Policy provided on the E-Store's Website and on your packing slip that will be included in your shipment.

RENT-A-WRECK'S UNIFORM POLICY

You will see a variety of uniform attire available on the Rent-A-Wreck E-Store... Please only purchase items listed in the Rent-A-Wreck Uniform Policy.

RENT-A-WRECK LOGO PLACEMENT AND SELECTION

The Rent-A-Wreck logo is to be placed on the **Left Side Chest** on shirts and jackets. Select the **Center Front Upper** on Caps & Hats. **Do not select a second logo placement. You will be charged \$6.26 for each logo placement on every item.**

Company E-Store For Uniforms



Associates are required to wear Company approved logo attire. I.e. shirts, sweaters, jackets, caps, etc. These uniform items are to be purchased through the Rent-A-Wreck Company E-Store.

Company approved attire must be purchased and worn within thirty days of the Associates' hire date.

Rent-A-Wreck Associates are to wear only Rent-A-Wreck logo attire.

Associates shall purchase slacks or "Dockers" style pants on their own (without a logo) or they may purchase them through the Company E-Store and receive a 10% discount.

The company approved **logo shirt colors** for uniform attire are now assorted:

- White, Yellow, Assorted Blues
- Assorted Greens, Grey, Red
- Black, Charcoal, Burgundy
- Khaki, Tan, Orange, etc.

The company approved **pant and slack colors** for uniform attire are:

- Navy blue,
- Khaki,
- Tan,
- Black,
- Charcoal or
- Gray

A copy of the Uniform Policy is attached to this announcement. (Our Company Personal Appearance / Image Requirements)

We have set up an On-Line E-Store through **Land's End Business Outfitters** for Associates to purchase their Rent-A-Wreck uniforms.

Lands' End is known and highly recognized for its *Quality Corporate Attire*.

Shopping highlights:

- Each Associate will receive a **10% discount** on all uniform purchases with **no minimum** order required.
- **You may also purchase your Dockers style pants or slacks through the Rent-A-Wreck E-Store and receive the company 10% discount!**
- You will be able to choose the appropriate Rent-A-Wreck Logo color lettering with ease to be applied to your uniform item.
- Each logo application will be applied at our **10% discounted application fee of \$6.26. That's \$6.26 each time the logo is used on a uniform item.**

How To Place Your Uniform Order:

- ❖ You will need a credit or debit card to purchase your uniform attire. The Company E-Store operates just like any other on-line shopping store. A delivery charge will apply, however you may choose the delivery that best suits your needs. Ground shipping orders arrive between 7 to 10 **business days**.
- ❖ The uniform items will be delivered to the address you supply on the site. This is generally an Associate's home address.
- ❖ **You will not need to register or sign –in to the site...and you will not need to type www**

To get into the E-Store type this URL into your browser:

- ❖ <http://business.landsend.com/store/rentawreck/>
 - ❖ Click on the link above to "Start Shopping"
- E-Store Rev. 11-01-2018

OUR COMPANY PERSONAL APPEARANCE/IMAGE REQUIREMENTS

OUR COMPANY IMAGE SHALL BE AS FOLLOWS:

OUR COMPANY STRIVES TO MAINTAIN A VERY HIGH STANDARD IN PERSONAL APPEARANCE AND DRESS. EACH ASSOCIATE IS EXPECTED TO MAINTAIN A PROFESSIONAL APPEARANCE, AND TO APPEAR IN NEAT, CLEAN ATTIRE ON A DAILY BASIS. AS AN ASSOCIATE, YOU REPRESENT THE ORGANIZATION. THEREFORE, IT IS IMPORTANT THAT YOU PRESENT A WELL-GROOMED APPEARANCE AT ALL TIMES AND THAT YOU DRESS APPROPRIATELY FOR YOUR POSITION.

WE ASK ALL ASSOCIATES TO AVOID EXTREMES IN DRESS...

- FLASHY OR REVEALING CLOTHING AND OTHER NON-BUSINESS-LIKE CLOTHING ARE UNACCEPTABLE...
- **SHIRT TAILS ARE TO BE TUCKED INTO PANTS WITH A BELT AT ALL TIMES...**
- **PANTS MUST BE WORN WITH WAISTBAND AT WAIST...**
- CAPS OR HATS MAY BE PURCHASED THROUGH THE COMPANY E-STORE AND MUST BE WORN RIM FORWARD.

CUSTOMER SERVICE COORDINATORS, RESERVATION AGENTS, SERVICE AGENTS AND DRIVERS

THESE ASSOCIATES ARE REQUIRED TO WEAR COMPANY APPROVED LOGO ATTIRE. I.E. SHIRTS, SWEATERS, HATS, ETC. OF THEIR LOCATION'S BRAND NAME ONLY. FOR EXAMPLE: RENT-A-WRECK LOCATION ASSOCIATES ARE TO WEAR ONLY RENT-A-WRECK LOGO ATTIRE. **ALL COMPANY APPROVED UNIFORM LOGO ITEMS ARE TO BE PURCHASED THROUGH THE COMPANY E-STORE. THE COMPANY UNIFORM SHIRT COLORS ARE ASSORTED:**

- | | | | |
|-------------------------|--------------------------|-------------------|-----------------------|
| • WHITE | • ASSORTED GREENS | • BLACK | • KHAKI |
| • YELLOW | • GREY | • CHARCOLE | • TAN |
| • ASSORTED BLUES | • RED | • BURGANDY | • ORANGE, etc. |

ASSOCIATES MAY ALSO WEAR OXFORD STYLE WHITE DRESS SHIRTS WITH A TIE / SCARF (NO LOGOS).

ASSOCIATES SHALL PURCHASE AND WEAR THEIR OWN DRESS SLACKS OR "DOCKER" STYLE PANTS. **THE COMPANY APPROVED COLORS FOR PANTS OR DRESS SLACKS ARE:**

- **NAVY BLUE,**
- **KHAKI,**
- **TAN,**
- **BLACK,**
- **CHARCOAL OR**
- **GRAY**

NEW HIRES MAY WEAR OXFORD STYLE WHITE DRESS SHIRTS WITH A TIE / SCARF (NO LOGOS). COMPANY APPROVED LOGO POLO-STYLE SHIRTS, SWEATERS, JACKETS, CAPS, AND OTHER ITEMS ARE TO BE PURCHASED THROUGH THE COMPANY E-STORE. IN ADDITION TO WEARING WHITE OXFORD STYLE DRESS SHIRTS (NO LOGOS), **COMPANY APPROVED LOGO ATTIRE MUST BE PURCHASED AND WORN WITHIN THIRTY DAYS OF THE NEW HIRE ASSOCIATES HIRE DATE.**

SERVICE AGENTS MUST ALSO WEAR WHITE OR NAVY SPORT/CREW SOCKS WITH WHITE OR BLACK TENNIS/SPORTS SHOES.

IF AN ASSOCIATE VIOLATES THE UNIFORM POLICY, THE SUPERVISOR/MANAGER ON DUTY MAY TAKE THE FOLLOWING ACTIONS:

- ASSOCIATE AND THEIR LOCATION WILL BE PENALIZED WITH A 10% REDUCTION IN THEIR CSI / DEPARTMENT INCENTIVES...
- ASSOCIATE WILL BE ASKED TO CLOCK OUT, RETURN HOME TO DRESS IN COMPANY-APPROVED ATTIRE AND RETURN TO WORK IMMEDIATELY...
- AND/OR RECEIVE A VERBAL OR WRITTEN WARNING...

CONSEQUENCES

AFTER THREE (3) EVENTS OF NON-COMPLIANCE WITH OUR COMPANY PERSONAL APPEARANCE/IMAGE REQUIREMENTS, THE ASSOCIATE MAY BE SUSPENDED WITHOUT PAY OR TERMINATED.

I, _____, HAVE READ THE ABOVE REQUIREMENTS AND I UNDERSTAND THAT I MUST REPORT TO WORK IN A CLEAN, NEAT, AND PROFESSIONAL MANNER. I FURTHER UNDERSTAND THAT IF I AM NOT IN COMPLIANCE WITH THIS POLICY, ACTION WILL BE TAKEN AS DESCRIBED ABOVE.

ASSOCIATES FIRST AND LAST NAME (PLEASE PRINT)

ASSOCIATES SIGNATURE

DATE