



Professional Appearance Policy

CLOTHING: Employees must dress in a manner that is consistent with their responsibilities. Attention should be paid to safety, Company image, and customer interaction. Items of clothing that convey any form of sexual, violent, discriminatory, abusive, offensive, demeaning, and/or otherwise unprofessional messaging (either through a written graphic, logo, or picture, or otherwise) are prohibited.

HYGIENE: Every employee is expected to practice daily hygiene and good grooming habits.

HAIR: Hair should be clean and neatly trimmed or arranged. Sideburns, mustaches, and beards should be neatly trimmed. Non-traditional hair colors are not permitted. This policy shall in no way be interpreted to prohibit any natural hair, hair texture, hair type, or protective hairstyles historically associated with race.

MAKEUP: Make-up must be professional and conservative.

FRAGRANCE: Recognizing that employees and visitors to the workplace may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions, or hair products, the Company is a fragrance-free workplace. Fragrant products that may be offensive to others should be used in moderation out of concern for others in the workplace.

NAILS: Hands and nails should be clean and conservatively manicured. • Fingernails: State health code requires that nails must be kept short and clean. If worn, artificial fingernails must be secured and without adornments, and nail polish must be in good condition. If artificial fingernails or fingernail polish is worn, employees must wear intact gloves in good repair when working with food.

JEWELRY: Employees may wear tasteful jewelry in moderation. Excessive jewelry is not allowed while working and is limited to the following:

- Necklace: One (1) plain necklace tucked into the uniform
- Rings: One (1) ring maximum
- Total of one wrist item is allowed
- Pins: None
- Earrings: Three (3) earring maximum per ear, studs only; dangling earrings are not allowed.
- Gauges must have clear, white, or black plugs with no graphics, and they must be approved by the store or area manager.
- Pierced Body Parts: Other than the ear, pierced body parts may not be accessorized including, but not limited to nose, eyebrow, lip, mouth, and tongue.

TATTOOS: No visible tattoos or other body art or modifications (such as surgically implanted ball bearings, spikes, and the like) are permitted in the workplace. Exceptions may be made for employees who have small, non-offensive tattoos that cannot easily be covered by standard clothing (i.e., wrist, neck, etc.). All exceptions require the approval of Human Resources, which may be contacted at (479) 268-4372.

Outerwear: Jackets, sweaters, or vests must contain the Subway logo. No sports team or collegiate wear is allowed.

Exceptions and Accommodations:

Employees seeking an exception or accommodation from any of the above standards should speak with Human Resources.