



**DRESS CODE POLICY
PROPERTY CREW TEAM MEMBERS**

Team member appearance contributes to Gorman & Company’s culture and reputation. Team members are expected to present themselves in a professional manner that results in a favorable impression by residents, visitors, and vendors. Team members must dress neatly and appropriately and maintain adequate personal hygiene.

Uniform Requirements / Gorman Gear

Property crew team members will be provided with Gorman logoed attire (Gorman Gear) upon hire, purchased by their Property Manager. This includes shirts, sweatshirts, jackets, and hats. Replacement items will be purchased annually, or as needed. Team members may wear black, white, or navy long-sleeved shirts under their Gorman Gear attire. When you wear Gorman Gear, you are representing the Company both during and after work.

Team member work pants should be in neat and clean condition, without rips, tears, or frays. Acceptable colors for work pants include black, navy, or khaki. Boots or durable work shoes are recommended. Open-toed shoes are not allowed.

Prior to receiving Gorman Gear attire, new property crew team members should wear plain colored shirts and plain colored work pants.

Property crew team members will receive an ID badge upon hire. The ID badge is required to be worn at all times during work hours, and is considered part of the uniform. When visiting a property after-hours to perform on-call requests, team members must be wearing their ID badge.

General Guidelines

Managers may exercise reasonable discretion to determine appropriateness in team member attire and appearance. A team member who is unsure of what is appropriate should check with their manager. Team members who do not meet a professional standard may be sent home to change, and hourly team members will not be paid for that time. Repeated non-compliance with the dress code policy could lead to disciplinary action, up to and including termination.

Reasonable accommodations to this policy will be made where required. Management may make exceptions to this policy for special occasions or in the case of inclement weather, at which time team members will be notified in advance. Please report any concerns about the dress code policy to Human Resources.

I certify that I have received, reviewed, understand, and acknowledge the dress code policy.

Team Member Signature

Date

Team Member Name (Please Print)