

---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** FIELD STAFF  
**FROM:** MARK VINEBURG  
**SUBJECT:** 2012 UNIFORM POLICY  
**DATE:** 2012

---

***Field Staff:*** All employees must adhere to the uniform dress code for their particular work place. All Eastern National employees who work directly with the public in a store, excluding regional managers and assistant regional managers, are required to wear a standard issue Eastern National shirt with khaki, blue, brown or black trousers or skirts and comfortable dark-colored shoes. For safety reasons, sandals and open-toed shoes are not permitted to be worn while working in the sales area or stock room. In addition to the standard issue shirt, every employee in a store setting must wear an Eastern National name tag which may be obtained through your regional manager. Employees who work 24 or more hours per week will be issued four (4) Eastern National shirts each year. Employees working less than 24 hours a week will be issued two (2) standard Eastern National shirts each year. Additional shirts may be purchased at the employee's cost through payroll deduction. A fleece jacket may be purchased at 50% off of the retail price. All uniform shirt orders must be placed through and approved by the regional manager. Regional managers (RMs), assistant regional managers (ARMs), RM and ARM trainees will normally wear their own professional clothing consistent with Eastern National's Business Casual Dress Code Policy. For Eastern National personnel who work in a warehouse setting, jeans and t-shirts are acceptable. In the summertime, particularly where the warehouse is not air-conditioned, warehouse personnel may wear shorts that are clean and neat.