

Work Uniform and Dress Standards

Policy No.	2021-30
Date	1/25/2021
Authorized By	D. Bewley
Supersedes Policy No.	

TAA desires to present itself and its team members in an appropriate and professional manner to the general public, its customers and its business associates.

Uniforms make team members easily identifiable by the public and tenants and convey a sense of authority and credibility. In addition, certain team members' jobs involve work that routinely subjects clothing to potential damage or excessive soiling. If in its sole judgment, based on these or any other considerations, it is deemed advantageous to TAA, you will be required to wear a uniform. The final determination on which team members are required to wear uniforms rests with the President/CEO.

The style, color and articles of clothing that comprise uniforms, as well as the number of sets provided, will be determined by the appropriate division vice president, with final approval by the President/CEO. The appropriate division vice president will also determine, in consultation with the President/CEO and procurement staff, the type of procurement (rental, lease or purchase) that is most appropriate for their team members. Due to differences in work responsibilities, the procurement type may differ for team members within the same department.

Team members provided with rental uniforms will have their uniforms laundered by the company providing the rental uniform. Team members provided with leased uniforms will be responsible for the laundering of their own uniforms. The division vice president, in consultation with the President/CEO, will determine whether it is most appropriate for purchased uniforms to be laundered by a cleaning vendor or by the team members themselves.

Team members are required to ensure that their uniforms are clean, neat and non-wrinkled to represent TAA in a professional manner. If your uniform is not up to standard as determined by your direct supervisor, you will be required to rectify the situation immediately. If your supervisor so determines, you will be sent home on your own time, and will be expected to return to your assigned area in the appropriate uniform that meets TAA standards.

Team members who are provided with uniforms are required to wear them while on duty. Except in unusual circumstances, failure to do so will result in disciplinary action. You are

prohibited from wearing any part of your TAA-provided uniform while off duty, except while on your way to or from work.

You are responsible to return your assigned uniforms to TAA upon termination of your employment. If you fail to do so, the uniform cost will be deducted from your final payroll check.

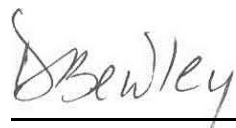
Steel-toe work boots, shoes that meet ANSI safety standards or other specialty shoes (e.g. for bicycle patrol officers) will be provided by TAA as part of the uniform if required to safely perform job responsibilities, as determined by the appropriate division vice president. Boots or shoes will be replaced only when worn out or damaged and they are unusable. Your supervisor must agree that new boots or shoes are needed and approve the purchase in advance of it being made. You will be reimbursed for the cost of the shoe or boot up to a maximum amount set by TAA, which is subject to change at any time. The current amount allowable for reimbursement may be obtained from the Purchasing Department. No more than one pair of boots or shoes will be provided each year unless approved in advance by the appropriate Vice President.

Each employee of TAA, whether in a uniform or not, is responsible for dressing in a professional and appropriate way commensurate with their job functions.

Team members not required to wear uniforms should also dress to project a positive and professional image of TAA and themselves. Casual attire, including shorts, capris, leggings, jeans of any color or athletic shoes, are not professional or appropriate during a normal work day, excluding culottes and capris that have a professional look or are part of a business suit, and excluding designated dress down days or legal holidays when the office is closed to the public. Exceptions may be made for team members when they occasionally must work in an environment or conduct duties that are not conducive to more professional dress or when there is a medical reason in the case of footwear. Team members needing an exception must coordinate with their supervisor to wear this less professional attire. The President/CEO and the Vice President of each division will make the final determination on appropriate business attire for their divisions.

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Authorized by:



Danette Bewley
President/CEO

1/25/2021

Date