



Uniform Policy for Service Technicians

The purpose of this Uniform Policy is to clarify our expectations regarding the appearance of service technicians, to unify our team, and to help ensure that we consistently deliver excellence.

Section 1: Why Uniforms

Stutzman Services is fully committed to delivering excellence (see the Playbook). This promised behavior extends to our customers as well as employees. Uniforms are one of many methods we use to communicate this message of delivering excellence through premium service and solutions. The following are some of the benefits of uniforms:

- When we promise customers that our technicians always arrive in uniform, and we fulfill that promise, it helps build trust in the company and strengthens the Stutzman Services brand.
- A technician's uniform helps to communicate that we provide a premium level of service and solutions.
- Uniforms help give technicians a clean, trustworthy and professional appearance.
- Uniforms clearly identify technicians as part of the Stutzman Services team.
- The uniform's components have been specifically selected to enhance work performance.
- When employees wear uniforms, they receive the benefit of saving the expense of providing their own work clothing.

Section 2: What is the Uniform (See Diagram)

The components of the service technician's uniform are listed below. Prices are subject to change.

Required uniform components provided by Stutzman Services:

- 5 - Grey shirts with company logo (\$170)
- 5 - Navy blue pants (\$150)
- 2 - Navy blue coveralls (\$60)

Required uniform components provided by employee:

- Black work boots or black work shoes (no sneakers/athletic shoes)
- Solid, black belt

Optional uniform components provided by Stutzman Services:

- 1 - Navy blue sweatshirt with company logo (\$30)
- 1 - Navy blue hat with company logo (\$17)
- 1 - Navy blue beanie with company logo (\$7)

Optional uniform components provided by employee:

- Undershirt
 - Short sleeve undershirt must be solid, unmarked, white, navy or grey
 - Long sleeve undershirt must be solid, unmarked navy
- Jacket
 - Must be solid, black or navy blue
- Rain Gear
 - Must be solid, black or navy blue

Section 3: How to Wear the Uniform (See Diagram)

The following describes how the uniform will be worn at all times and is non-negotiable, unless otherwise approved by manager. If a jacket or rain gear are worn, they must meet the above standards and be approved by management. It is never permissible to subtract from, add to, or modify any portion of the uniform.

- Uniform must be worn at all times, including while driving company vehicles, and while performing on-call work during non-regular work hours
- Must wear a newly-laundered uniform daily
- Uniform must be presentable and free of rips, tears, holes or stains
- Shirt must be tucked in at all times
- Must wear a solid black belt, without patterns
- Must wear black work boots or black work shoes, as approved by manager
- If wearing a hat, it must be a company-issued hat unless otherwise approved by manager (Example: for sun protection)
- Must wear provided coveralls when crawling under a house or working in any other conditions that may compromise the cleanliness or condition of the uniform
- Must wear a solid, unmarked, white hard hat when required for safety

Section 4: Enforcement

In order to maintain consistency, the procedure for enforcement of this policy will be as follows:

- Verbal Warning - Employee will be required to clock out and correct any Uniform Policy violation before returning to work.
- Written Warning - Employee will be given a written warning, clearly identifying the company's expectations along with action steps of correction. The employee's signature will be required as a method of accountability and agreement to the plan of correction.
- Final Warning - Employee will be given a final, written Last Chance Agreement stating that if the company's Uniform Policy is violated one more time, it will result in termination of employment.

Section 5: Procedures

- Employees are required to sign for the uniform components provided by Stutzman Services which are always considered property of the company.
- Upon issue, uniforms become the responsibility of the employee for maintenance and care. All uniform components must be laundered according to the manufacturer's instructions. If any uniform components require replacement within a year, the employee is required to return the damaged components in exchange for new ones, the value of which will be deducted from their paycheck.
- Stutzman Services may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change). Affected employees will be given advance notice of the exchange, and the company will provide suitable replacement uniforms.
- In the event of termination of employment, the employee must return all company-issued uniform components as part of the exit process. If all issued uniforms are not returned, Stutzman Services will deduct the cost of all unreturned components from the employee's final paycheck (except where such deductions are prohibited by state law).

I acknowledge that I have received five shirts, five pants, one sweatshirt, and one hat/benie (optional), and it is my responsibility to launder and keep them in presentable condition. I understand and agree to the content of this Uniform Policy and will be an ambassador of Stutzman Services by representing the brand with pride and in accordance with company policy.

Employee Signature

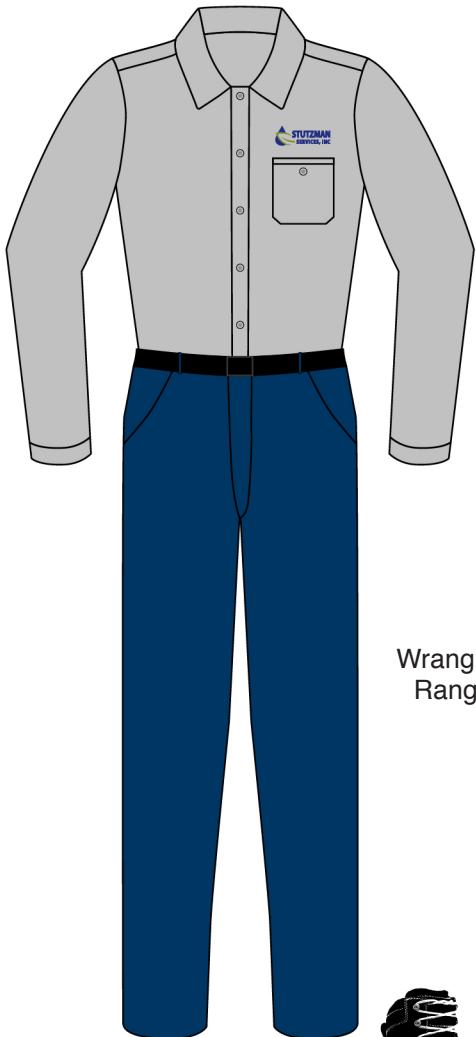
Date



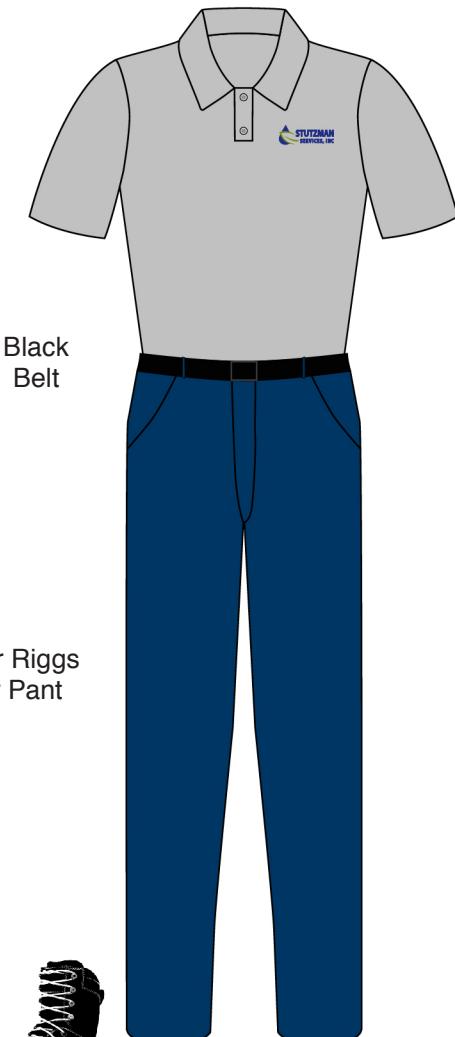
Uniform Policy for Service Technicians

Diagram of Required Uniform Components

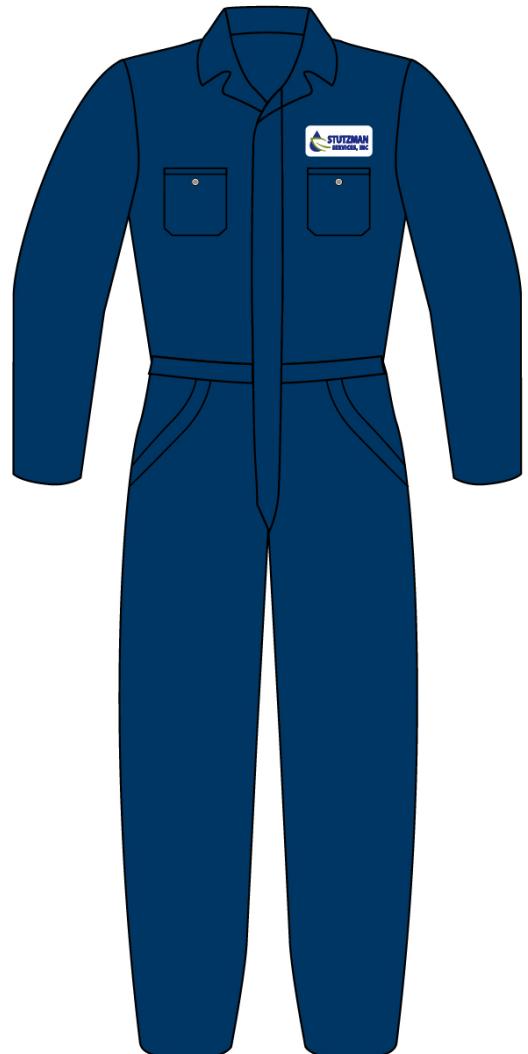
Long Sleeve Uniform Shirt



Short Sleeve Uniform Shirt



Coveralls



Wrangler Riggs
Ranger Pant



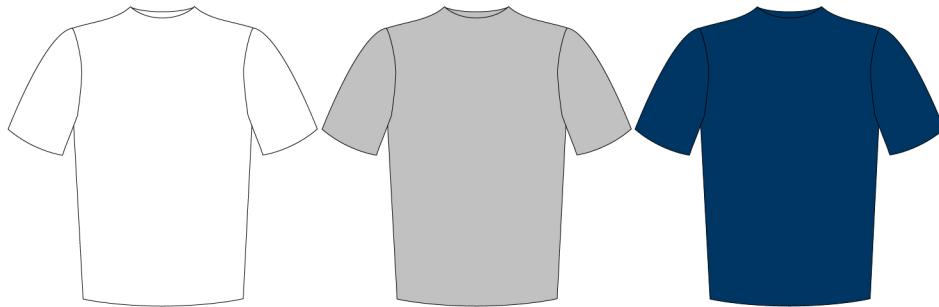
Black Work Boots



Uniform Policy for Service Technicians

Diagram of Optional Uniform Components

Short Sleeve, Unmarked Undershirts (White, Grey or Navy)



Hat with SSI Logo
(Navy)



Long Sleeve, Unmarked Undershirt (Navy)



Sweatshirt with SSI Logo (Navy)



Unmarked Jacket (Navy or Black)

