Hy-Vee Retail Uniform Policy & Procedure  
January 2016

Hy-Vee is proud to offer all employees a uniform program designed to aid them in their duties and present a consistent, clean, customer-service oriented look to our customers.

All Departments  
We expect every employee to present a clean, neat and orderly appearance when present in the workplace. Facial hair, piercings and tattoos should be kept groomed and appropriate for the work being performed. Good hygiene habits are required (see Employee Health Standard 810-S.12 and Employee Health Standard 810-S.13 on CONNECT in Food Protection page). Clothing should be clean and free of odor.

Fulltime employees will receive a minimum of four uniform shirts and part-time employees a minimum of two uniform shirts. Shirt(s) should be replaced as necessary. Some locations may implement an anniversary or employee allowance program. Please visit with your managers if you have a need for shirt replacement. Unless otherwise stated, black dress pants and black full-coverage shoes are required to be worn. Shoes and pants are at the employees’ own cost, however, we do have these items available on the company website.

All employees are required to visually display a work name tag when on duty.

Food Service Departments (meat, seafood, bakery, kitchen, deli, salad bar, gelato, Asian/sushi, Italian, charcuterie, chef creations)

- Black or white chef shirts (store director will choose color for the department)
  - Plain, white solid color undershirt and undergarment should be worn under white chef shirt and if needed black undershirt under black chef shirt.
  - Cake decorators have additional color chef shirts available to them.
- Black beanie (meat has option of matching ball cap). Hair must be pulled back and properly restrained when working with food. Hairnets may be required for long or full hair not completely restrained by beanie. (Beard guards are required for facial hair longer than ¼”.)
- Bakery employees may wear white pants instead of black. White pants are at employees’ own cost, however, an option is available on the company website.
- Certified and executive chefs – red, white or black chef’s coat and matching hat.
  - Chef pants are also available for employee purchase on the company website.
- Department managers may wear same apparel as department or professional dress (see Professional Dress Guidelines below).
- Food service approved aprons are available.
- No jewelry on hands, wrists, forearms is allowed when handling food (only exception is plain, solid metal band-type ring with no adornments.) Removable earrings or facial piercings must be removed or covered when working with food.
- Your location may require use of a professional cleaning service for food safety reasons, so please check with your manager.
Center Store (cashier, courtesy clerks, Aisles Online, delivery, grocery, frozen, dairy, Health Market, wine and spirits, C Store, operations areas, GM, customer service, floral, produce, Club/DISH Room, HBC)

- Uniform shirt (checked, long-sleeved, button-down shirt)
  - Top button may be unbuttoned
  - Ties are not required
  - Men – shirt should be worn tucked in.
  - Women – shirt may be tucked in or untucked if appropriate length or the employee wishes to hem.
  - If dress pants have belt loops a belt should be worn.
- Black Hy-Vee logo or Aisles Online logoed apron may be provided.
- Pewter floral aprons with logo may be provided.
- Approved black layering options are available for purchase on the company website.
  - Employees required to work in lower temperatures such as frozen, dairy, delivery, and courtesy clerks, will be provided a layering piece appropriate for the temperature.
- Managers should be in professional dress (see Professional Dress Guidelines below).

Coffee
- Uniform shirt (black logoless short-sleeve polo or long-sleeve button down)
- Vendor approved apron
- Approved black layering options are available for purchase on the company website.
- Vendor-approved head wear must be worn if required by state health board.

Night Stock and Backroom
- Uniform shirt (black logoed polo)
- Jeans may be worn
- Black logoed apron may be provided.
- Approved black layering options are available for purchase on the company website.

Lawn and Garden
- Uniform shirt (green logoed polo)
- Jeans may be worn. Khaki, black or jean shorts two inches above knee may be worn. Jeans and shorts should be in good repair.
- Black logoed apron may be provided.
- Approved black layering options are available for purchase on the company website.

Service Technicians
- Uniform shirt (black logoed polo)
- Jeans may be worn.
- Approved black layering options are available for purchase on the company website.

Market Grille
- Uniform shirt (black logoed short-sleeve polo or long-sleeve button-down)
- Chalk-stripe apron
• Managers should be in professional dress (see Professional Dress Guidelines below).
• All Market Grille apparel should display Market Grille flame logo.
• Certified and executive chefs - red, white, black chef coat and matching hat.
  o Chef pants are also available for employee purchase on the company website.
• Back of house employees – black chef shirt and matching beanie. Hair must be pulled back and properly restrained when working with food. Hairnets may be required for long or full hair not completely restrained by beanie. (Beard guards are required for facial hair longer than ¼”.)
  o Food service approved aprons.
  o No jewelry on hands, wrists, forearms is allowed when handling food (only exception is plain, solid metal band-type rings with no adornments.) Removable earrings or facial piercings must be removed or covered when working with food.
• Your location may require use of a professional cleaning service for food safety reasons, so please check with your manager.

Pharmacy and Dietitians
• Professional dress is required (see Professional Dress Guidelines below).
• Pharmacists should wear white lab coat over professional dress.
• Pharmacy technicians should wear pewter lab coat over professional dress.
• Dietitians should wear professional dress and may wear burgundy lab coat.
• Pharmacy clerks should wear center-store uniform shirt.

Professional Dress
• Men:
  o Long-sleeve, button-down dress shirt and tie.
  o Dress pant in coordinating color, appropriately hemmed or with tailored cuff. If pants have belt loops, a belt should be worn.
  o Jewelry should be minimal.
  o Fit of clothing should be comfortable and conservative in nature.
  o Full coverage shoes should be worn.
• Women:
  o Blouse or dress shirt might be worn with a sweater or jacket. Material should not be jersey or knit such as a t-shirt might be.
  o Dress pants in coordinating color appropriately hemmed or with a tailored cuff. If pants have belt loops, a belt should be worn. Skirts or dresses in coordinating color that fall below the knee may also be appropriate – the type of work being performed (such as bending and climbing) needs to be taken into consideration.
  o Jewelry should be minimal.
  o Fit of clothing should be comfortable and conservative in nature.
  o Full coverage shoes should be worn.