

## TCS DRESS CODE

Employees should always look clean, crisp and TCS professional. When in doubt, refer to our [Logo Shop](#) for examples of acceptable styles. A link to our Logo Shop is available on our Intranet homepage under Links.

To view our complete TCS Dress Code policy, review **page 30** in our [Employee Handbook](#), available on our Intranet homepage under Employee Development.

In addition to the wide selection of TCS branded dress code options in our Logo Shop, all store employees can wear their own black clothing!

**Black clothing** must be classic, tailored and reflect our professional, polished and organized image!

- Clothing should be tucked in, unless designed to be worn untucked
- Do not wear black clothing that is: faded, ripped, overstretched, worn, branded with another company's logo/insignia, patterned or with trim/embellishment/additional colors

**Salesfloor and Operations shifts**, acceptable styles include **solid black**:

- Shirts or blouses (short or long-sleeved)
- Polos (short or long-sleeved)
- Button downs (short or long-sleeved)
- Sweaters (scoop neck, V-neck, turtleneck)
- Fleece Jackets or Pullovers
- T-shirts, when working a Merchandise Processing shift

**Designer/Design Consultant shifts**, acceptable styles include **solid black**:

- Shirts or blouses (short or long-sleeved)
- Polos (short or long-sleeved)
- Button downs (short or long-sleeved)
- Sweaters (crew neck, V-neck, turtleneck)
- Classic cardigans
- Tailored blazers or jackets. A plain black, white or grey turtleneck, T-shirt or button down may be worn under cardigans or blazers

**Pair black garments** with any of the following:

	<b>Pants</b> (Men and Women)	<b>Jeans</b> (Men and Women)	<b>Skirts</b> (Women)
<b>Color</b>	Black, dark blue, grey, khaki or white	Black, dark blue, grey, khaki or white	Blue (denim), dark blue, black, grey, khaki or white
<b>Fabric</b>	Pants should be made from a crisp fabric	Denim	Denim or any fabric that is nice and crisp
<b>Style</b>	Classic style, ankle-length or longer	Classic style, ankle-length or longer	Classic style, knee-length or longer

**Wear comfortable shoes, and for safety reasons:**

- Closed-toe and closed-heel shoes
- Athletic shoes\* that are clean and professional
- Classic brown or black low-heeled leather boots

\*Designers should not wear athletic shoes when scheduled in Custom Closets

**Employees\* can wear shorts April 1 – October 31 (weather permitting) for the following shifts:**

- Order Processing
- Carry Out
- Merchandise Processing
- Anywhere in back of house

\*Designers should not wear shorts when scheduled in Custom Closets

▪ **Guidelines to follow when wearing shorts:**

- Shorts must be at or just above the knee (three finger rule)
- Khaki, black, grey or white, plain front shorts
- No cargo or carpenter style shorts
- No denim shorts

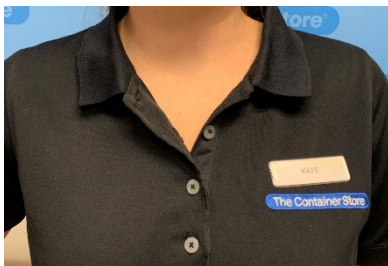
**Employees MUST always wear a cloth face mask when working in the store:**

- TCS will provide employees with two cloth face masks, in black
- Employees can also wear a cloth face mask of their own, in black
- Decorative or colored masks are not permitted

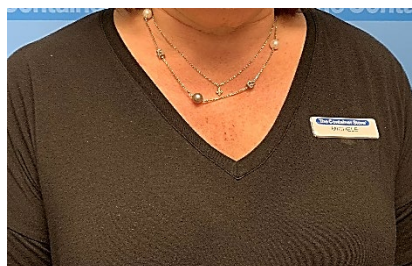
**Nametags**

Nametags are placed neatly on the top left side of the garment.

- Wear plain nametags with our TCS Logo Wear
- Wear TCS-branded nametags with plain black clothing



YES



YES



NO