

#### **UNIFORM POLICY & DRESS CODE GUIDELINES**

FOR ALL RFC LOCATIONS | EFFECTIVE 08.01.2023 | NON-UNION TEAM MEMBERS

#### REQUIRED UNIFORM POLICY

Certain roles require team members to wear uniforms. Team members who wear uniforms will be either provided laundered uniforms from Cintas or will be provided with electronic funds\* to purchase uniforms through our online Rihm Family Company (RFC) store. The dollar amounts listed on the form with your position type reflect the provisioned funds for new team members who are required to wear a uniform daily. Funds\* are issued and provided to team members by Human Resources (HR) to purchase Rihm & Kenworth branded attire through the RFC online store (KenworthMerch.com). Orders will be shipped directly to the team member's work location.

#### DRESS CODE GUIDELINES

Certain roles do NOT require team members to wear branded attire every day but because they may spend time with customers and/or vendors they are provisioned with a onetime non-renewable deposit of funds\* at the time of hire to purchase Rihm or Kenworth branded items through the RFC online store (KenworthMerch.com). Orders will be shipped directly to the team member's work location.

#### COMPANY STORE ACCOUNT

Team Members will receive an email from NOREPLY@KENWORTHMERCH.COM with a link to confirm their RFC online store account. This email will include a link to create a password for future logins. To access your account and/or available electronic funds\*, your Rihm Family Companies email address is required.

#### ONLINE ACCOUNT BALANCE

Once logged into the RFC online store, you will be able to view your available account balance in the top right corner of the home page. HR will preload funds\* into accounts upon hire or once an annual renewal form has been submitted and approved.

#### ANNUAL UNIFORM RENEWAL

Qualifying Team Members who are required to wear uniforms will be provisioned additional funds\* during their anniversary month in the amount of 50% of the original value issued at time of hire. Team members MUST submit an Annual Uniform Renewal Request form to their supervisor no later than 90 days after their anniversary date. Uniform Renewal Request Forms can be obtained from management or HR.

#### **FULL-TIME & PART TIME TEAM MEMBERS**

The amounts listed are for full-time team members. Part-time team members receive 50% of the listed amount at the time of hire and may receive an additional 50% if they move to full-time status. Please note that the allotted funds are sufficient to cover shipping costs.

#### **ADDITIONAL ITEMS**

Team members are welcome to purchase additional Rihm or Kenworth branded items if desired at their own expense. Custom apparel purchased outside the RFC online store must be pre-approved by JB Rihm or Kristin Ridley (Marketing).

\*FUNDS: The dollars added to the Team Member's available balance found in their online company store account.

#### **SAFETY SHOES**

Closed toe shoes must ALWAYS be worn by ALL team members while in the service/shop area. Non-shop and parts team members are not allowed inside the service bay yellow lines.

# DIRECTOR | OPERATIONS MANAGER | SALES MANAGER

Uniform Required	NO
Funds Provided at Time of Hire	YES
Annual Renewal	NO

	DRESS CODE GUIDELINES
Tops	Rihm or Kenworth branded clothing NOT required.
	APPROVED  → Collared shirts, blouses, polo shirts, sweaters, vests, etc.
	Not Allowed  → Denim, sweatshirts, t-shirts (plain or graphic), tops with large logo displayed, tank tops, athletic/gym, or athleisure attire.
Bottoms	APPROVED  → Non-denim pants, capris, skirts (knee length or longer), non-athletic leggings are ok if worn with tunic long enough to cover hips.
	Not Allowed:  → Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Dresses	APPROVED  → Sleeveless dresses require a sweater or jacket
Outerwear	Outdoor jackets are not to be worn inside while working.
	Not Allowed  → Sweatshirts, sports attire, etc.
Hats	Hats are NOT allowed
Shoes	<ul> <li>SAFETY</li> <li>→ Safety shoes MUST be worn outside marked main aisles in shop &amp; warehouse areas. A change of shoes will be required when entering these areas.</li> <li>APPROVED</li> <li>→ Men – Dress shoes, boots</li> <li>→ Women – Dress shoes, heels, flats, boots, or dress sandals.</li> <li>Not Allowed</li> </ul>
	→ Athletic shoes, sport/winter outdoor boots, flip flops, athletic sandals
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.

### CORPORATE MANAGER | RECEPTIONIST

Uniform Required	NO
Funds Provided at Time of Hire	YES
Annual Renewal	NO

	DRESS CODE GUIDELINES
Tons	Rihm or Kenworth branded clothing NOT required.
Tops	Rillin of Kenworth branded clothing NOT required.
	APPROVED
	→ Collared shirts, blouses, polo shirts, sweaters, vests, etc.
	Not Allowed
	→ Denim, sweatshirts, t-shirts (plain or graphic), tops with large logo displayed,
	tank tops, athletic/gym, or athleisure attire.
Bottoms	APPROVED
	→ Non-denim pants, capris, skirts (knee length or longer), non-athletic leggings are ok if worn with tunic long enough to cover hips.
	Not Allowed:
	→ Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Dresses	APPROVED
	→ Sleeveless dresses require a sweater or jacket
Outerwear	Outdoor jackets are not to be worn inside while working.
	Not Allowed
	→ Sweatshirts, sports attire, etc.
Hats	Hats are NOT allowed
Shoes	SAFETY
	→ Safety shoes MUST be worn outside marked main aisles in shop & warehouse
	areas. A change of shoes will be required when entering these areas.
	APPROVED
	→ Men – Dress shoes, boots
	→ Women – Dress shoes, heels, flats, boots, or dress sandals
	Not Allowed
	→ Athletic shoes, sport/winter outdoor boots, flip flops, athletic sandals
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.

### HR MANAGER | HR GENERALIST | RECRUITER | MARKETING

Uniform Required	NO
Funds Provided at Time of Hire	YES
Annual Renewal	NO

	DDESC CODE CLUDELINIES
	DRESS CODE GUIDELINES
Tops	Rihm or Kenworth branded clothing NOT required.
	APPROVED
	→ Collared shirts, blouses, polo shirts, sweaters, vests, etc.
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	Not Allowed  → Denim, sweatshirts, t-shirts (plain or graphic), tops with large logo displayed,
	tank tops, athletic/gym, or athleisure attire.
Bottoms	APPROVED
Bottoms	→ Non-denim pants, capris, skirts (knee length or longer), non-athletic leggings are ok if worn with tunic long enough to cover hips.
	Not Allowed:
	→ Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Dresses	APPROVED
	→ Sleeveless dresses require a sweater or jacket
Outerwear	Outdoor jackets are not to be worn inside while working.
	Not Allowed
	→ Sweatshirts, sports attire, etc.
Hats	Hats are NOT allowed
Shoes	SAFETY
	→ Safety shoes MUST be worn outside marked main aisles in shop & warehouse areas. A change of shoes will be required when entering these areas.
	APPROVED
	→ Men – Dress shoes, boots
	→ Women – Dress shoes, heels, flats, boots, or dress sandals
	Not Allowed
	→ Athletic shoes, sport/winter outdoor boots, flip flops, athletic sandals
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.

### TRUCK SALES REP | FINANCE MANAGER | FLEET CONCIERGE

Uniform Required	NO
Funds Provided at Time of Hire	YES
Annual Renewal	NO

	DRESS CODE GUIDELINES
Tops	Rihm or Kenworth branded clothing NOT required.
	APPROVED  → Collared shirts, blouses, polo shirts, sweaters, vests, etc.
	Not Allowed
	→ Denim, sweatshirts, t-shirts (plain or graphic), tops with large logo displayed, tank tops, athletic/gym, or athleisure attire.
Bottoms	APPROVED
	→ Non-denim pants, capris, skirts (knee length or longer), non-athletic leggings are ok if worn with tunic long enough to cover hips.
	Not Allowed:
	→ Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Dresses	APPROVED
	→ Sleeveless dresses require a sweater or jacket
Outerwear	Outdoor jackets are not to be worn inside while working.
	Not Allowed
	→ Sweatshirts, sports attire, etc.
Hats	Hats are NOT allowed
Shoes	SAFETY
	→ Safety shoes MUST be worn outside marked main aisles in shop & warehouse areas. A change of shoes will be required when entering these areas.
	APPROVED
	→ Men – Dress shoes, boots
	→ Women – Dress shoes, heels, flats, boots, or dress sandals
	Not Allowed
	→ Athletic shoes, sport/winter outdoor boots, flip flops, athletic sandals
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.

# SERVICE MANAGER | SHOP MANAGER | MANAGER IN TRAINING

Uniform Required	YES
Funds Provided at Time of Hire	YES
Annual Renewal	YES

	DDESS CODE SUIDELINIES
	DRESS CODE GUIDELINES
Tops	Rihm or Kenworth branded clothing IS required. Any color is allowed.
	APPROVED  → Collared shirts, blouses, polo shirts, sweaters, vests, etc. Plain black or white undershirts are allowed under collared shirts.
	Not Allowed  → Non-Rihm/Kenworth branded items such as long-sleeved graphic tee's, colored undershirts, hooded sweatshirts, sports attire, denim, sweatshirts, tops with large logo displayed, tank tops, athletic/gym, or athleisure attire.
Bottoms	APPROVED  → Non-denim pants, capris, skirts (knee length or longer), non-athletic leggings are ok if worn with tunic long enough to cover hips.
	Not Allowed:  → Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Outerwear	Outdoor jackets are not to be worn inside while working.
	Not Allowed  → Sweatshirts, sports attire, etc.
Hats	Hats are NOT allowed
Shoes	SAFETY  → Safety shoes MUST be worn outside marked main aisles in shop & warehouse areas. A change of shoes will be required when entering these areas. This position qualifies for the Red Wing Safety Shoe Program discount & payroll deduction option.  APPROVED  → Men – Dress shoes, boots
	<ul> <li>→ Women – Dress shoes, heels, flats, boots</li> <li>Not Allowed</li> <li>■ Athletic shoes, sport/winter outdoor boots, sandals</li> </ul>
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.

## SERVICE ADVISOR | SERVICE WRITER | NON-WORKING FORMAN

Uniform Required	YES
Funds Provided at Time of Hire	YES
Annual Renewal	YES

	DRESS CODE GUIDELINES
Tops	Rihm or Kenworth branded clothing IS required. Any color is allowed.
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	APPROVED
	→ Collared shirts, blouses, polo shirts, sweaters, vests, etc. Plain black or white undershirts are allowed under collared shirts.
	Not Allowed
	→ Non-Rihm/Kenworth branded items such as long-sleeved graphic tee's, colored undershirts, hooded sweatshirts, sports attire, denim, sweatshirts, tops with large logo displayed, tank tops, athletic/gym, or athleisure attire.
Bottoms	APPROVED
	→ Non-denim pants, capris, skirts (knee length or longer), non-athletic leggings
	are
	ok if worn with tunic long enough to cover hips.
	Not Allowed:
	→ Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Outerwear	Rihm or Kenworth branded outwear IS required.
	Outdoor jackets are not to be worn inside while working.
	Not Allowed
	→ Sweatshirts, sports attire, etc.
Hats	APPROVED
	→ Rihm approved winter stocking hat (provided by manager) only allowed to be worn outside.
	Not Allowed
	→ Baseball style hats
Shoes	APPROVED
	→ Safety shoes REQUIRED. This position qualifies for the Red Wing Safety Shoe Program discount and payroll deduction option.
	Not Allowed
	→ All non-safety shoes/boots
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.

### APPRENTICE | TECHNICIAN | WORKING FOREMAN | DETAILER

Uniform Required	YES
Funds Provided at Time of Hire	NO

	DRESS CODE GUIDELINES
Tops	Cintas supplied/laundered long sleeved shirt
Bottoms	Cintas supplied/laundered black pants (no shorts allowed)
Outerwear	Cintas supplied/laundered jacket
Hats	<ul> <li>APPROVED</li> <li>→ Rihm approved baseball hat, provided by manager. Must be clean and forward facing.</li> <li>→ Rihm approved winter stocking hat, provided by manager.</li> <li>Not Allowed</li> <li>→ Anything but approved Rihm supplied hats.</li> </ul>
Shoes	<ul> <li>APPROVED</li> <li>→ Safety shoes REQUIRED. This position qualifies for the Red Wing Safety Shoe Program discount and payroll deduction option.</li> <li>Not Allowed</li> <li>→ All non-safety shoes/boots</li> </ul>
Care	Laundry provided by Cintas.

### LOT PORTER | SERVICE DRIVER | BUILDING MAINTENANCE

Uniform Required	YES
Funds Provided at Time of Hire	YES
Annual Renewal	YES

	DDESS CODE CHIDELINES
	DRESS CODE GUIDELINES
Tops	Rihm or Kenworth branded clothing IS required. Any color is allowed.
	APPROVED  → Collared shirts, blouses, polo shirts, sweaters, vests, etc. Plain black or white undershirts are allowed under collared shirts.
	Not Allowed  → Non-Rihm/Kenworth branded items such as long-sleeved graphic tee's, colored undershirts, hooded sweatshirts, sports attire, denim, sweatshirts, tops with large logo displayed, tank tops, athletic/gym, or athleisure attire.
Bottoms	APPROVED  → BLACK or GREY non-denim pants, capris, non-athletic leggings are ok if worn with tunic long enough to cover hips.
	Not Allowed: → Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Outerwear	Rihm or Kenworth branded outerwear IS required. Only BLACK is allowed.
	Not Allowed → Sweatshirts, sports attire, etc.
Hats	APPROVED
	→ BLACK Rihm or Kenworth branded outerwear REQUIRED.
	Not Allowed → Sweatshirts, sports attire, etc.
Shoes	<ul> <li>APPROVED</li> <li>→ Safety shoes REQUIRED. This position qualifies for the Red Wing Safety Shoe         Program discount and payroll deduction option.</li> </ul>
	Not Allowed
	→ Any non-safety shoes/boots
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.

### PARTS MANAGER | MANAGER IN TRAINING

Uniform Required	YES
Funds Provided at Time of Hire	YES
Annual Renewal	YES

	DRESS CODE GUIDELINES
Tops	Rihm or Kenworth branded clothing IS required. Any color is allowed.
	<ul> <li>APPROVED</li> <li>→ Collared shirts, blouses, polo shirts, sweaters, vests, etc. Plain black or white undershirts are allowed under collared shirts.</li> </ul>
	Not Allowed  → Non-Rihm/Kenworth branded items such as long-sleeved graphic tee's, colored undershirts, hooded sweatshirts, sports attire, denim, sweatshirts, tops with large logo displayed, tank tops, athletic/gym, or athleisure attire.
Bottoms	<ul> <li>APPROVED</li> <li>→ Non-denim pants, capris, skirts (knee length or longer), non-athletic leggings are ok if worn with tunic long enough to cover hips.</li> </ul>
	Not Allowed:
	→ Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Outerwear	Outdoor jackets are not to be worn inside while working.
	APPROVED  → Rihm or Kenworth branded outerwear RECOMMENDED.  Not Allowed
	→ Sweatshirts, sports attire, etc.
Hats	Hats are NOT allowed
Shoes	SAFETY  → Safety shoes MUST be worn outside marked main aisles in shop & warehouse areas. A change of shoes will be required when entering these areas. This position qualifies for the Red Wing Safety Shoe Program discount & payroll deduction option.
	APPROVED  → Men – Dress shoes, boots  → Women – Dress shoes, flats, boots  Not Allowed  → Athletic shoes, sport/winter outdoor boots, sandals
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.

#### PARTS OUTSIDE SALES REPRESENTATIVE

Uniform Required	YES
Funds Provided at Time of Hire	YES
Annual Renewal	YES

	DRESS CODE GUIDELINES
Tops	Rihm or Kenworth branded clothing IS required. Any color is allowed.
	<ul> <li>APPROVED</li> <li>→ Collared shirts, blouses, polo shirts, sweaters, vests, etc. Plain black or white undershirts are allowed under collared shirts.</li> </ul>
	Not Allowed  → Non-Rihm/Kenworth branded items such as long-sleeved graphic tee's, colored undershirts, hooded sweatshirts, sports attire, denim, sweatshirts, tops with large logo displayed, tank tops, athletic/gym, or athleisure attire.
Bottoms	<ul> <li>APPROVED</li> <li>→ Non-denim pants, capris, non-athletic leggings are ok if worn with tunic long enough to cover hips.</li> </ul>
	Not Allowed: → Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Outerwear	APPROVED  → Rihm or Kenworth branded outerwear RECOMMENDED.
	Not Allowed
	→ Sweatshirts, sports attire, etc.
Hats	Hats are NOT allowed
Shoes	SAFETY  → Safety shoes MUST be worn outside marked main aisles in shop & warehouse areas. A change of shoes will be required when entering these areas. This position qualifies for the Red Wing Safety Shoe Program discount & payroll deduction option.
	APPROVED  → Men – Dress shoes, boots → Women – Dress shoes, flats, boots  Not Allowed
	→ Athletic shoes, sport/winter outdoor boots, sandals
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.

#### PARTS COUNTER | INSIDE PARTS SALES | GLOBAL SALES

Uniform Required	YES
Funds Provided at Time of Hire	YES
Annual Renewal	YES

	DRESS CODE GUIDELINES
Tops	Rihm or Kenworth branded clothing IS required. Only BLACK is allowed.
	APPROVED
	→ Collared shirts, blouses, polo shirts, sweaters, vests, etc. Plain black or white
	undershirts are allowed under collared shirts.
	Not Allowed
	→ Non-Rihm/Kenworth branded items such as long-sleeved graphic tee's, colored undershirts, hooded sweatshirts, sports attire, denim, sweatshirts, tops with large logo displayed, tank tops, athletic/gym, or athleisure attire.
Bottoms	APPROVED
	→ BLACK or GREY non-denim pants, capris, non-athletic leggings are ok if worn with tunic long enough to cover hips.
	Not Allowed:
	→ Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Outerwear	Outdoor jackets are not to be worn inside while working.
	APPROVED
	→ BLACK Rihm or Kenworth branded outerwear REQUIRED.
	Not Allowed
	→ Sweatshirts, sports attire, etc.
Hats	APPROVED
	→ Rihm approved baseball hat, provided by manager. Must be clean and forward
	facing.
	Not Allowed  → Anything but approved Rihm supplied hats.
Shoes	APPROVED
311063	→ Safety shoes REQUIRED. This position qualifies for the Red Wing Safety Shoe
	Program discount and payroll deduction option.
	Not Allowed
	→ Any non-safety shoes/boots
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.

### WAREHOUSE | DELIVERY DRIVER

Uniform Required	YES
Funds Provided at Time of Hire	YES
Annual Renewal	YES

	DRESS CODE GUIDELINES
Tops	Rihm or Kenworth branded clothing IS required. Only BLACK is allowed.
	APPROVED  → Men & Women - Collared shirts, blouses, polos, sweaters, vests, etc. Plain black or white undershirts are allowed under collared shirts.
	Not Allowed  → Non-Rihm/Kenworth branded items such as long-sleeved graphic tee's, colored undershirts, hooded sweatshirts, etc.
Bottoms	APPROVED  → BLACK or GREY non-denim pants, capris, non-athletic leggings are ok if worn with tunic long enough to cover hips.
	Not Allowed: → Denim, jeans, sweatpants, athletic pants, yoga pants, or shorts.
Outerwear	Outdoor jackets are not to be worn inside while working.
	APPROVED  → BLACK Rihm or Kenworth branded outerwear REQUIRED.  Not Allowed  → Sweatshirts, sports attire, etc.
Hats	<ul> <li>APPROVED</li> <li>→ Rihm approved baseball hat, provided by manager. Must be clean and forward facing.</li> <li>→ Rihm approved winter stocking hat, provided by manager.</li> <li>Not Allowed</li> <li>→ Anything but approved Rihm supplied hats.</li> </ul>
Shoes	<ul> <li>APPROVED</li> <li>→ Safety shoes REQUIRED. This position qualifies for the Red Wing Safety Shoe Program discount and payroll deduction option.</li> <li>Not Allowed</li> <li>→ Any non-safety shoes/boots</li> </ul>
Care	Clothing must be clean and wrinkle-free. Laundry not provided by Rihm.
	and the provided by them.