

## **POLICY**

To ensure the Hendrick Motorsports image is one of consistency, quality, and professionalism, it is important for each Teammate to dress in a professional and consistent manner and to remember that their appearance is the first impression they make on partners, fans and other guests. As such, all Hendrick Motorsports Teammates are required to wear current-year branded apparel that is issued by Hendrick Motorsports and complies with this Apparel and Appearance policy.

### **General Apparel Guidelines**

*Due to the nature of our business, Hendrick Motorsports Teammates will have varying apparel guidelines based on their role. The two primary categories are:*

1. **Campus** – While working on campus, Teammates will be required to wear current-year branded apparel based on their role. The majority of Teammates will be issued items from the Hendrick Motorsports Collection or UniFirst. Members of the pit department will be provided athletic apparel by Castore.
2. **Racetrack** – While working at the racetrack, all Teammates will be required to wear current-year branded apparel provided by Castore. Items from the Hendrick Motorsports Collection or UniFirst are not approved for the racetrack.

### **Hendrick Motorsports Collection Guidelines**

#### 1. Definitions

- a. **Apparel Item** – An “item” is a single piece of apparel (e.g. shirt or blouse).
  - b. **Branded Apparel** – Any current Hendrick Motorsports-issued apparel approved by the Hendrick Motorsports Apparel Committee.
  - c. **Special Event Apparel** – On occasion, apparel may be provided to Teammates for a special event or recognition program. This apparel must be approved by the Owner, Vice Chairman or President before ordered or worn. Additionally, Department Managers may designate days when Branded Apparel is not required to be worn (e.g. department outing). The Department Manager will provide apparel expectations for those days that must be adhered to.
2. Apparel Allocation/Cost Sharing – Teammates will be provided with a core set of apparel items at no cost. Allocations are based on employment status (e.g. full-time versus part-time).
- a. Hendrick Motorsports Collection
    - Upon hire, Hendrick Motorsports will provide eight (8) pieces of current Hendrick Motorsports apparel for a full-time

Teammate at no cost. No more than three (3) of the eight (8) pieces can be from the Outerwear section of the Collection. Part-time Teammates (including seasonal and annual interns) will receive five (5) pieces of current Hendrick Motorsports apparel. No more than one (1) of the five (5) pieces can be from the Outwear section of the Collection.

- Each year, Hendrick Motorsports will provide an additional allowance of Collection items, at no cost to the employee, through an annual ordering period.
  - Full-time Teammates – Annual allowance is four (4) pieces from the current collection. Only one (1) selection may be from Outerwear category.
  - Part-time Teammates (including seasonal and annual interns) – Annual allowance is three (3) pieces from the current collection. Only one (1) selection may be from Outerwear category.
- Recently hired Teammates – Teammates who are hired less than 60 days prior to the annual ordering period are not eligible to order additional apparel items until the following annual ordering period. Teammates who are on approved leave of absence are not required to purchase apparel if their leave period overlaps with an ordering period. Department managers will determine if additional apparel must be ordered when the Teammate returns from approved leave.
- Teammates can purchase additional apparel items outside of new hire and annual ordering if they choose. Costs for purchases outside of the new hire or annual ordering period will be charged to the Teammate and must be paid for in full via payroll deduction. The Teammate will have the option of selecting either four (4) bi-weekly pay periods or one (1) payroll deduction. No payroll deduction will be less than \$15/deduction.
- Upon termination, any remaining balances will be deducted from the Teammate's final payroll check but will not take below the applicable minimum wage for the pay period.

**b. UniFirst**

- Upon hire, Hendrick Motorsports will provide eleven (11) sets of current UniFirst apparel shirts and pants for full-time and part-time Teammates at no cost.
- UniFirst has a launder service included, at no cost to the employee. It is the employee's responsibility to monitor uniform for stain/wear and to seek replacement when needed. When replacement is needed, Teammates should fill out a replacement tag and deposit the apparel item in one of the UniFirst collection bins. If other assistance is needed, please email Wendy Timm

([wtimm@hmsracing.com](mailto:wtimm@hmsracing.com)).

- c. Castore
  - Hendrick Motorsports will provide current-year Castore apparel for racetrack travelers and pit crews.
  - Only teammates in the pit department are permitted to wear Castore while working on campus.
3. Out of Stock Items – If an item is out of stock, a Teammate must choose a different item. If there are no other core options available, then alternatives will be reviewed by the employee’s manager and the Apparel Program Manager (John Thomas).
4. Apparel Returns – Return policies are specific to each apparel partner.
  - a. For Collection apparel, defective product can be returned at no cost up to 60 days from date of the order. However, items returned due to incorrect size or color will incur restocking and shipping fees at the Teammate’s expense. The full return policy can be found on OOBE website: [Returns \(oobe.com\)](https://www.oobe.com).
    - Teammates will be responsible for processing returns via the OOBE website. Teammates will need to package returns for shipping and drop-off at a local location.
  - b. For UniFirst exchanges, Teammates should fill out the appropriate tag and return items to the collection bin. Teammates should email Wendy Timm ([wtimm@hmsracing.com](mailto:wtimm@hmsracing.com)) if further assistance is needed.
  - c. For Castore exchanges, Teammates should contact John Thomas ([jthomas@hmsracing.com](mailto:jthomas@hmsracing.com)) for assistance.
5. Dated items may be disposed of or worn on personal time outside of work. Teammates are not authorized to donate Collection apparel unless arranged for by Hendrick Motorsports.

### **Guidelines for Wearing Branded Apparel**

1. All Teammates must follow these guidelines while wearing branded apparel:
  - a. Pants, Skirts, Dresses – Must be black in color, professional and business casual in style. Clothing items cannot be too tightly fitted, short or inappropriately revealing. Yoga-style pants/leggings and denim pants of any color are not permitted. If wearing a belt, it must be black in color and business casual in style.
  - b. Shorts – Must be black in color, business casual in style and follow all other requirements for pants and skirts (as defined above). Shorts may only be worn in positions approved by the Department Manager.
  - c. Shirts – All Hendrick Motorsports-issued shirts that are designed to be tucked in must be tucked in. Shirts must not be too tightly fitted or inappropriately revealing. If wearing a mid-layer clothing item, undershirts

should either be from the Collection, or solid white or solid black in color.

- d. Hats - Only current-year hats/beanies issued from Hendrick Motorsports are permitted. Hats/beanies must be from the current racing season and in like-new condition. Hats may only be worn in positions approved by the Department Manager.
  - Only current-year hats issued by the company should be worn at work. Team-issued sponsor hats will be OK as long as they're current.
- e. Outerwear – While working, all outerwear must be current and Hendrick Motorsports-branded. Exceptions must be approved by the Department Manager.
- f. Shoes – Shoes must be professional and business casual in style. Athletic shoes in like-new condition are also acceptable. Sandals and flip flops are not permitted in any role. Shoes must be well maintained, conservative and polished (if applicable). Extreme styles are not permitted.
  - At the racetrack, shoes must be black in color or part of the respective team sponsor color palette.

Teammates are required to comply with OSHA safety rules related to footwear.

- g. All apparel items must be clean, well-maintained and in good condition (i.e. not worn, torn or faded).
2. Contractors, vendors, temporary staff, etc. – With the exception of special situations approved by management, non-Teammates should not be provided Hendrick Motorsports-branded apparel.
3. Accommodation of Special Requests - Teammates who request exceptions to appearance guidelines for legitimate medical reasons or sincerely held religious beliefs should be accommodated unless such accommodation would cause undue hardship to the company. All accommodation requests must be reviewed by the HR Manager and approved by the Department Manager.

### **Appearance Guidelines**

1. Jewelry/Accessories - Teammates are permitted to accessorize their apparel in a professional and conservative manner.
  - a. Facial jewelry, such as eyebrow rings, nose rings/studs, lip rings and tongue studs, may not be worn during business hours. Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing also may not be worn during business hours. The use of bandages or other coverings to conceal jewelry that should not be worn at work is not permitted.
  - b. Jewelry may not prohibit the use of required personal protective equipment in any role and must not be worn if it presents a safety hazard in any role.
  - c. Earrings must be professional and conservative in style and color.
2. Hairstyling – Hairstyles must be professional, clean and appropriately groomed with no extremes in color or style.

3. Facial Hair – Facial hair is permitted but must be neatly trimmed and not present a bushy or unkept appearance. Facial hair may not prohibit the use of required personal protective equipment in any role.
4. Tattoos and Body Art – Department Managers will determine if visible tattoos and body art are allowed for a particular position. It is permissible for visible tattoos and body art to only be allowed for specific positions. Any visible tattoos and body art that would be considered obscene, vulgar or offensive in nature must be covered whenever the Teammate is in the workplace.
5. Personal Hygiene – Due to close contact with coworkers and vendors, the use of an antiperspirant or deodorant is required. The use of strong, heavy scents and fragrances is not permitted. If you choose to wear a scent or fragrance product, please be considerate of others and select a light, mild scent.

Any questions related to accommodation for disability or religious needs should be directed to the department manager or Human Resources.

Teammates who refuse to conform to the apparel and appearance guidelines should be counseled and, if necessary, subjected to disciplinary action up to and including discharge for failing to adhere to the Apparel and Appearance Policy.