

GREYSTAR UNIFORM AND CAREER APPAREL POLICY FOR ON-SITE TEAM MEMBERS

Due to the competitive nature of our business, our goal is to lead the market in quality image and professionalism.

- Each Team Member is hired into a position of trust and confidence and is responsible for representing the image of Greystar by maintaining a high standard of personal appearance and hygiene.
- Quality service, positive attitude, good customer relations, and a business-like appearance are key factors in creating and maintaining a favorable image for the company. Team Members are expected to maintain a manner of dress and grooming appropriate to a business environment.
- If your supervisor determines dress or grooming is inappropriate, Team Members will be asked to leave the workplace and return when appropriately dressed or groomed. Unless required by law, this will not be considered paid time off.

Greystar has established a policy concerning work dress and grooming to help create and maintain a favorable public impression. This policy includes the following:

- Hair should be cleaned and groomed in a business-like or career style at all times.
- The length of hair for male team members should not cover most of the ears. Facial hair should be closely trimmed, clean and professionally manicured.
- Clothing must be clean, neat, coordinated and proper for a business environment.
- Jewelry should be conservative, with no visible body piercings, tongue rings or tattoos. Women may only wear two sets of earrings in the lobe area only.
- Smoking is not permitted in any Greystar office or anywhere on a Greystar owned or managed community or grounds, including the common areas, grounds, occupied or vacant apartments, offices, amenities, company/property vehicles, etc.

FEMALE ATTIRE POLICY

The Professional Attire policy, unless the owner specifies differently, requires female team members to be in proper professional attire which is clean, ironed, neat and coordinated during normal business hours. This policy includes but is not limited to:

- Matching or Coordinating Pant Suits (fabrics/colors do not have to match, must coordinate)
- Matching or Coordinating Skirt Suits (fabrics/colors do not have to match, must coordinate)
- Shirts/Jackets/Blazers (short sleeves, full sleeves or three quarter sleeves)
- Dresses (no shorter than 1” above the knee)
- Belt (if pants/skirts have visible belt loops)
- Tights or Pantyhose - Optional
- Dress Shoes/Boots
- Name Badge



Name Badge

The Professional Casual Attire (with owner request) policy requires female team members to be in proper professional casual attire which is clean, ironed, neat and coordinated during normal business hours. This policy includes but is not limited to:

- Dress Pants
- Skirts (no shorter than 1” above the knee)
- Tailored Capri Pants
- Vests
- Short Sleeves, Full Sleeve or Three-Quarter Length Shirts or Sweaters
- Dresses (no shorter than 1” above the knee)
- Belt (if pants/skirts have visible belt loops)
- Tights or Pantyhose - *Optional*
- Dress Shoes/Boots
- Name Badge



Name Badge



No sleeveless shirts



Do not show midriff



No denim



No casual capris



No short skirts

No shorter than one inch above the knee

- Appropriate, professional shoes include but are not limited to:
 - Closed and open toed
 - Flats
 - Reasonable heel heights (no more than 3")
 - Boots
- Shoes must have a secure backing
- Toe nails should be neatly trimmed, nail polish should be in a conservative color.
- Espadrilles and wedge heels may be worn as long as they are work appropriate. Espadrilles with ribbon or cork may not be worn.



Inappropriate shoes include but are not limited to stiletto type heels, casual flats, clogs, and thong strap sandals. Below are some examples of inappropriate type shoes.



MALE ATTIRE POLICY

The Professional Attire policy, unless the owner specifies differently, requires male team members to be in proper professional attire which is clean, ironed, neat and coordinated at all times during normal business hours. This policy includes:

- Suits
- Coordinated Sports Jacket/Slacks
- Tie
- Belt
- Dress Socks
- Dress Shoes
- Long Sleeve, Button-Down Dress Shirt
- Name Badge



Name Badge

The Professional Casual Attire (if owner requested or approved) policy requires male team members to be in proper professional casual attire which is clean, ironed, neat and coordinated during normal business hours. This policy includes:

- Long Sleeve, Button-Down Shirt
- Pullover/Cardigan Sweaters
- Dress Slacks
- Belt
- Dress Socks
- Dress Shoes
- Name Badge
- Vests



Name Badge

No un-tucked shirts



No denim



No polo shirts

No Cotton khaki pants







NEW!

Greystar Branded Attire is now available for those properties with career apparel approved budgets. *Please note, all orders MUST have RPM or Managing Director of Real Estate approval prior to purchase.*

If an owner requires the use of Greystar Branded Attire and has approved your budgetary funding, it will be necessary for all office team members to present a consistent image. For example, the approved attire guideline would be the same outfit on the same day (i.e., same shirt, same color, etc.)

Various styles have been approved and are only available for purchase through the Greystar on-line store. All attire will include the Greystar logo.

If owner preferred, professional suits are also available.

www.mpgstore3.com/greystar



SERVICE TEAM ATTIRE POLICY

Service Uniforms are required to be in good condition, clean, and neat at all times. Shirrtails must be tucked in and pants secured with a belt. Partial uniforms are not permitted and photo ID badge must be worn at all times during working hours. In addition, full service attire is required while performing any emergency service call or night duty.

- Short/Long Sleeve Greystar-Branded Polo w/Pocket
- Navy Pants/Shorts (Seasonal/Climate)
- Belt
- White Socks
- Slip Resistant Shoes
- Photo ID Badge
- Greystar-Branded Jackets
- Navy Coveralls (Seasonal/Climate)
- Back Support Belt (Optional)
- Greystar-Branded Hat (Optional)



Shirt Sleeve Polo Shirt



Long Sleeve Polo Shirt



**Back Support Belt
(when requested)**



Navy Pants



Service ID Badge



**Black Slip Resistant
Shoes**



Coveralls



Jacket Style No. 1



Jacket Style No. 2



**Greystar-Branded
Knit Cap**



Greystar-Branded Hat



Jacket Style No. 3

- Please review this Uniform and Career Apparel Policy with all team members.
- Greystar reserves the right at any time to change and/or implement standard career apparel. Career apparel would be considered a standard dress code requirement and not subject to individual interpretation.
- Please contact your supervisor with questions.
- Individual clients/owners may elect to provide or request career or resort apparel for specific sites. Special requests will be handled through Midwest Promotions and will be handled on a case-by-case basis.