PARTNERS PERSONNEL

SupplyHouse

Vest Policy

All SupplyHouse.com members, including associates, leadership, management, HR, and visitors to the company must wear designated vests while on the fulfilment center floor. Vests are always required to be worn for visibility purposes and safety reasons. Each associate will receive 2 vests in their selected size.

Blue	Leadership/Management
Green	HR
Blue **Yellow**	SUTL Support Positions
Red	PIT/MHE Operators
Yellow	Associates
Black	Other
Orange	Visitors

Please read the following guidelines carefully:

- Vests **MUST** be worn while on the fulfilment center floor
- Not having your vest; losing, or continuously forgetting your vest at home, will be deemed as a performance issue
- If you forget your vest, you will be required to borrow one. Please see HR in order to sign out a vest for the day. This vest must be returned at the end of your shift
- Please do not alter or add any embellishments to the vest. Vests must remain as is, clean and professional
- Vests need to be worn over clothing, such as sweaters/jackets, and remain fully visible and always be zippered/closed
- Name tags are required to remain visible on your vest
- Associates are expected to only wear the designated vests given by the company. No other vests will be accepted
- If there is anything wrong or defective with a vest, and/or an associate needs a size change, please bring it your Team Lead's attention immediately
- Not abiding by these guidelines will be deemed as a performance issue and can result into further disciplinary action

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By signing below, I understand and agree:

1. ***To abide by the vest policy***
2. ***Acknowledge that I was given two vests from the company***
3. ***The vests given to me are my responsibility to clean, maintain and bring to work everyday***

Employee Name: _____ **Date:** _____

Signature: _____