



JIMMY JOHN'S PERSONAL GROOMING AND UNIFORM DRESS CODE

Whether you are one of our employees, or the employee of an independently owned and operated franchise, you represent the image of the Jimmy John's brand to every customer you serve. Because of this, and the necessity to maintain consistency chain-wide, your attire must always be neat, clean and in good condition (no holes, rips, frays, or stains), with adherence to the policies below.

HYGIENE

General – You must be clean and odor-free at the beginning of the shift. You may not use or smell like tobacco or alcohol while working or on store property (this includes electronic cigarettes and pipes). No heavy or glitter makeup, heavy cologne or perfume is allowed. You may not chew gum during your shift.

Hair – Must be clean and free of odor. Hairstyles must be well-maintained and present a neat appearance. Hair that hangs below the bottom of the shirt collar must be worn in a ponytail or put into your hat. All hair in front and sides of head must be tucked into hat. Coloring of hair limited to natural hair colors only (no purple, green, etc.)

Facial Hair – Must be clean-shaven at the beginning of the shift. Beards and mustaches must be kept short (no longer than 1/2") and neatly trimmed. If you have a beard you must shave below your jaw line to create a clean distinctive line and shave a portion of your cheek to create a clean distinctive line.

Hands – Hands must be washed and thoroughly dried before starting to work with food. Hands must be washed between tasks and if your work with food is interrupted. If your municipality requires gloves, you must wear them and change them often. Employees wearing fingernail polish or artificial nails must wear intact gloves while working with food. Fingernail length cannot exceed 1/4".

CLOTHING

Shirt – All employees must wear an approved Jimmy John's t-shirt. Management may wear an approved Jimmy John's polo style shirt. Shirts that are faded, or that have faded or worn lettering, may not be worn. All shirts must be worn tucked-in.

Under Shirt – All under shirts are optional. Short sleeve t-shirts that are worn under an approved shirt must be black or white and the sleeves cannot extend beyond the sleeves of the uniform shirt. A plain black, crew or V neck, compression style long sleeve shirt (sleeve must not exceed wrist or cover any portion of the hand) may be worn underneath a Jimmy John's black t-shirt or a black Jimmy John's polo style shirt. Only a short sleeve white undershirt may be worn under a white JJ's polo.

Hat – All employees must wear an approved Jimmy John's hat or visor. Hats and visors must be worn with bill facing straight forward and fit securely on the head.

Pants/Shorts – Employees may wear plain pants or shorts that are made of light or dark denim or other material. Pants must come below the ankle bone. Shorts must be at least mid-thigh and may not hang below the bottom of the knee. Baggy, sagging, cargo, patches, jeggings, leggings, yoga pants, sweat pants, and gym shorts are not permitted. Pants and shorts must be worn at waist height. A reasonable amount of embroidery and embellishments is permitted.

Belt – Managers must wear a belt. Belts are recommended for in-shop employees and drivers. All belts must be dark, leather, business-casual style.

Apron – All managers, in-shop and delivery drivers (when working in-shop) must wear a white, cloth apron worn full around the neck.

FOOTWEAR

Shoes must be closed-toe, closed (full) heel, rubber-soled shoes. There are two options for footwear:

Athletic Shoes – Black, white, grey, or red shoes are preferred but not required. No screaming colors, such as neon or fluorescent, are permitted, unless used solely as an accent color (approximately 25% of the shoe). They must tie and be fully laced on the front (laces tied tight) or secured at all times. When wearing shorts, you must wear athletic shoes.

Dress Shoes – Must be dark, including soles.

Socks – All socks must cover the ankle bone, and when wearing shorts, may not exceed the knee. Socks must be black, grey or white.

BIKE DELIVERY DRIVER

Cycling caps – May wear the approved Jimmy John's cycling cap while delivering.

Bike Jersey – May wear the approved Jimmy John's bike jersey.

Shorts – May wear "Baggy Style" non-cargo cycling shorts when wearing the approved Jimmy John's bike jersey. Shorts must be at least mid-thigh and may not hang below the bottom of the knee. Shorts must be worn at waist height.

Tights – May wear plain black compression tights under their shorts.

Cycling Shoes – May wear cycling shoes. They must follow the rules for athletic shoes.

JEWELRY

Earrings – Up to two small or moderately sized (hoops no bigger than the size of a dime), earrings per ear. One small nose stud or ring is allowed (no septums, dermals, tongue rings or other visible piercings allowed.) Ear gauges are permitted, provided they are no bigger than 10mm.

Rings – One ring per hand (double banded wedding rings are OK).

Watches and Bracelets – One plain watch and one support bracelet (national and local causes only) is allowed.

Necklaces – One plain metal link, gold or silver colored necklace may be worn and must be worn tucked inside of shirt.

No other jewelry and no controversial jewelry is allowed.

TATTOOS

Visible tattoos are permitted, except on the skull, face or throat. Customers should focus on you, not your tattoos. Tattoos cannot be profane, obscene, or offensive.

INCLEMENT WEATHER WEAR

Jackets – Drivers and employees working outside of the store, may wear jackets during cold weather. Drive thru window operators may wear approved Jimmy John's branded jackets or Jimmy John's branded full zippered sweatshirts during cold weather.

Boots – During cold/wintery weather drivers are permitted to wear dark hiking or snow boots.

Stocking Hats – During cold weather delivery drivers and employees working outside of the store may wear the approved stocking hat with the logo facing straight forward.

Other Inclement Weather Wear – Winter face covers, gloves, scarfs, and rain gear are approved to keep delivery drivers warm and dry during cold/wintery/rainy weather while on deliveries.

NOTE: Changes in these policies, and the design of Jimmy John's shirts and hats, may take place from time to time. Notice will be provided to all franchisees as this occurs. All stores must comply with the current policy and any future amendments. Each Employer should independently consider requests or exceptions based on legally protected religious observances, as reasonable accommodations to an employee's disability, or as otherwise required by law.