

QM Resorts Corporation | Interval Management

DRESS CODE POLICY

This Company takes a very conservative stance regarding staff appearance and thus, will enforce this Dress Code every day of the week. Supervisors and Managers have full authority to determine what is or is not acceptable. ALL employees are to adhere to the guidelines set forth below. Fridays are casual days; jeans can be worn to work.

ACCEPTABLE

- ▲ Clothing which is professional in appearance
- ▲ Best Policy: When in doubt – DON'T WEAR IT!
- ▲ You, and your work clothes, including uniforms, must be clean, neat, wrinkle-free and without any dirt, stains, rips, holes or frays
- ▲ If you are issued a uniform, you must wear it
- ▲ Hair must be clean, trimmed and well groomed (for men, this includes beards and mustaches)

Footwear:

- ▲ Professional-looking shoes
- ▲ Comfortable shoes appropriate for job

REMEMBER, people may judge this Company by your appearance and level of courtesy

NOT ACCEPTABLE

- ✔ Revealing clothes: crop tops, tank tops, low-cut blouses, halter tops, tube tops, spaghetti strap camisoles, strapless blouses or dresses, see-through material, visible underwear, any clothes that reveal your midriff, breast, or below your waist is unacceptable
- ✔ Cut-off shorts, jeans, pants or shirts
- ✔ Short-shorts, short skirts or dresses more than 3 inches above the knee
- ✔ Sportswear, including jogging or sweat suits, fleece or thermal knits (except Activities Department if warranted)
- ✔ Fatigues
- ✔ Gang attire and insignias
- ✔ **No hats or hoodies please and shirts should be tucked in. No bandanas**

Footwear:

- ✔ Thongs or flip-flops
- ✔ Athletic shoes
- ✔ Bare or stocking feet
- ✔ House slippers of any kind

General Appearance:

- ✔ Excessive cosmetics, jewelry, perfume and/or cologne
- ✔ Face and neck tattoos must be covered and/or concealed
- ✔ Piercings: Visible piercings must be confined to the ears, NO gauges

EMPLOYEE UNIFORMS:

HOUSEMEN: Gray QM polo shirt w/black or gray pants

ROOM ATTENDANTS: QM Smock w/black or gray pants

LEADS/INSPECTORS: Blue QM polo shirt w/ black or gray pants

MAINTENANCE: QM shirt w/black or gray pants

RMS: Long blue-sleeved collared shirt, a QM vest and black pants

SP: Orange QM shirts, jeans and boots

ANY EMPLOYEE WHOE DOES NOT COMPLY WILL BE ASKED TO CLOCK OUT AND RETURN HOME TO CHANGE HIS OR HER CLOTHES OR APPEARANCE.

I have a copy of, have read, understand and I agree to abide by the above DRESS CODE POLICY.

Employee Name (Print)

Employee Signature

Date