

BANANA REPUBLIC 2023 EMPLOYEE APPEARANCE POLICY

Policy and Procedure



At Banana Republic, we aspire to have our employees embody an elevated essence of our brand experience. Creating a compelling Lifestyle experience for our clients is the foundation of our success, and our Stylists represent the confidence and professionalism of the brand through their actions, attitudes and appearance.

This does not mean that employees must purchase or wear Banana Republic or other Gap Inc. merchandise. However, all Banana Republic field employees must adhere to the policies below.

CATEGORY	HOW TO WEAR IT	WHAT NOT TO WEAR
All Categories	<ul style="list-style-type: none">• Black• White• Neutral• Beige• Tan• Grey• Olive• Navy• Chambray fabric tops/shirts	<ul style="list-style-type: none">• Logos, trademarks or obvious names of other brands• Tight or baggy clothing• Stained, faded, wrinkled or torn clothing• Chambray or denim bottoms or dresses
Tops	<ul style="list-style-type: none">• Knit T shirts and tank tops are considered a layering piece and must be worn with a 3rd piece• Knits, wovens and sweaters can be worn tucked or untucked but must be professional• Wovens with shirttails must be tucked in• Shirt sleeve, sleeveless and v neck tops must be worn with a layering piece or a 3rd piece• Sweaters can be worn as a 3rd piece	<ul style="list-style-type: none">• Crop, tube, midriff or sheer tops• Athletic or Loungewear
Jackets and Blazers	<ul style="list-style-type: none">• Considered your 3rd piece• Add a pocket square or neck scarf	<ul style="list-style-type: none">• Cold weather jackets and coats
Dresses and Skirts	<ul style="list-style-type: none">• Tank or sleeves dresses must be worn with a third piece	
Bottoms	<ul style="list-style-type: none">• Chinos, Khakis, trousers, skinny pants• Professional denim must be worn with a blazer	<ul style="list-style-type: none">• Shorts• Athletic or Loungewear• Faded, ripped, torn or overly distressed• Athletic leggings• Blue jeans/denim
Footwear	<ul style="list-style-type: none">• All footwear must be in good condition and appropriate for your outfit.• Oxfords• Loafers• Dress boots	<ul style="list-style-type: none">• Crocs• Athletic sneakers• Hi-top sneakers• Military boots• Rain boots• Slippers

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This resource may be printed for store training only and should be used only on the day it is printed.

Last Updated 4/25/2023

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	<ul style="list-style-type: none">• Professional sandals• Lifestyle sneakers	<ul style="list-style-type: none">• Flip flops• Sandals without a back strap with less than a 1 inch heel
Accessories	<ul style="list-style-type: none">• Pants with belt loops should be worn with a belt• Pocket squares• Neck ties or scarves• Jewelry• Watches	<ul style="list-style-type: none">• Hats• Sunglasses• Gloves• Athletic socks
Tattoos and Piercings	<ul style="list-style-type: none">• Within reason	<ul style="list-style-type: none">• Face tattoos• Offensive tattoos• Facial piercings• Excessively stretched ear piercings

General Appearance

You are not required to wear Banana Republic or other Gap Inc brands; however, not all items we sell to our customers or are available at other brands are acceptable to be worn at work. If you have a question, always check with your leader.

- Your appearance must always be neat, clean and professional
- Apparel must be clean, neat, good condition and pressed
- No faded, ripped, frayed, stained, dirty apparel is allowed
- You should always be well groomed and maintain good personal hygiene
- Wearing or modeling of any merchandise from stock is strictly prohibited unless specifically communicated as part of a company campaign
- If an outfit, item of clothing or accessory is required as part of a religious observance/belief or health need, but conflicts with the Employee Appearance Policy, inform your manager immediately so they may begin to explore a potential reasonable accommodation

Employee Identification

All employees must wear a Banana Republic identification pin at all times. Pins must be visible and worn on the front of your top under the top left collar bone and must be in good condition.

Failure to follow the above policy will be addressed appropriately and timely. The employee is also subject to performance management, up to and including termination.

Questions? Contact your District Manager or Field Human Resource Manager.