



# JIMMY JOHN'S STYLE GUIDE

Whether you are one of our team members, or team member of an independently owned and operated franchise, you represent the image of the Jimmy John's brand to every guest 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 smoke (including electronic cigarettes or pipes), use tobacco, or consume alcohol (or smell like smoke, tobacco, or alcohol) during your shift. 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 headwear.

**FACIAL HAIR** – Must be clean-shaven at the beginning of the shift. Beards and mustaches must be 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. Facial hair longer than 1/2" must be covered with a beard net.

**HANDS** – Hands must be washed and dried thoroughly before starting to work with food. Hands must be washed between tasks and whenever your work with food is interrupted. Gloves must be worn when handling ready to eat foods. Fingernail length cannot exceed 1/4".

**REFER TO THE FOOD SAFETY MANUAL FOR FULL PERSONAL HYGIENE REQUIREMENTS**

## CLOTHING

**SHIRT** – All team members must wear an approved Jimmy John's shirt.

**UNDERSHIRT** – Short sleeve undershirts may be worn, but can't extend beyond the sleeves of an approved Jimmy John's shirt. Long sleeve compression shirts may be worn under an approved Jimmy John's shirt.

**HEADWEAR** – All team members must wear approved Jimmy John's headwear that fits securely on the head. All hats and visors must be worn with the bill facing straight forward.

**PANTS/SHORTS** – Team members must wear pants or shorts made of a denim or khaki material. Shorts must be at least mid-thigh. A reasonable amount of embroidery is permitted, but embellishments like rhinestones or gems are not allowed. Belt optional. Pants and shorts must be worn at waist height.

**APRON** – All managers, in-shop and delivery drivers (when working with food) must wear a clean white, cloth apron worn fully around the neck.

## BIKE DELIVERY DRIVER

May wear the approved Jimmy John's cycling cap and bike jersey while delivering.

May wear cycling shorts that are at least mid-thigh and do not hang below the bottom of the knee. Shorts must be worn at waist height. May wear tights under shorts.

## INCLEMENT WEATHER WEAR

Drivers/Team Members may wear jackets, boots, stocking hats, face covers, scarves and rain gear as needed to keep employees warm and dry when outside the store.

Drive Thru team members may wear approved Jimmy John's branded outerwear.

## FOOTWEAR

Shoes must be closed-toe, closed heel, rubber-soled shoes and worn with socks.

## 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.

## JEWELRY/HEADPHONES

Small or medium stud earrings, ear gauges, and one small nose stud are allowed. Dangling or hoop earrings are not permitted. No other visible piercings are allowed, including septums, dermals, or tongue rings. Plain necklaces, without any charms or pendants, may be worn as long as they are tucked under the shirt. Watches, bracelets, and rings (other than one plain band), are not allowed. Jewelry cannot be profane, obscene, or offensive. Headphones or earbuds, unless required for medical reasons, may not be worn.

**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.