**Finish Line Dress Code Policy**

Introduction:

At Finish Line we believe that maintaining a professional appearance contributes to the overall positive image of our brand. This Dress Code Policy outlines the expectations for employee attire while on duty. All employees are expected to present a neat and professional appearance that aligns with our brand standards.

1. General Guidelines:

- Employees are expected to wear clean, well-maintained uniforms in good condition.

- Employees designated to wear a specific uniform must ensure it is worn according to provided guidelines.

- Uniforms must be kept clean and in good repair. Replacement uniforms will be provided as needed.

2. Footwear:

- Wear closed-toe shoes with non-slip soles for safety.

- Sandals, flip-flops, and open-toe shoes are not allowed unless specified in the uniform guidelines.

3. Accessories:

- Limit the use of accessories that may pose a safety risk, such as large dangling earrings or loose jewelry.

- Tattoos and body piercings should be modest and not detract from a professional appearance.

4. Brand Representation:

- Clothing should not display offensive language, images, or symbols.

- Represent the brand positively through attire that aligns with the store's image.

5. Special Events and Promotions:

- Employees may be required to wear specific attire during special events or promotions.

- Guidelines for such events will be communicated in advance.

6. Exceptions:

- Employees with specific religious or cultural dress requirements may request reasonable accommodations, which will be reviewed on a case-by-case basis.

Consequences of Non-Compliance:

Failure to comply with the Dress Code Policy may result in corrective action, up to and including verbal counseling, written warnings, and, if necessary, termination of employment.

**Employee Benefits and Perks Policy**

Introduction:

At Finish Line we recognize the importance of providing valuable benefits and perks to enhance the overall well-being and job satisfaction of our employees. This policy outlines the benefits and perks available to eligible employees.

1. Employee Discounts:

- Merchandise Discounts: Receive discounts on store merchandise for personal use.

- Promotional Discounts: Access special discounts during promotional events.

2. Career Development and Training:

- Training Programs: Participate in training and development programs to enhance skills and advance careers.

- Tuition Assistance: Eligible employees may receive assistance for approved educational expenses.

3. Recognition and Rewards:

- Employee of the Month: Recognition for outstanding performance through the Employee of the Month program.

- Incentive Programs: Participate in incentive programs tied to individual and team achievements.

4. Work-Life Balance:

- Flexible Scheduling: In certain roles, employees may have access to flexible scheduling options.

5. Additional Perks:

- Company Events: Attend and participate in company-sponsored events and outings.

- Employee Assistance Programs: Access support services for personal and professional challenges.

Eligibility and Enrollment:

Eligibility criteria and enrollment procedures for each benefit and perk are detailed in the respective benefit plans and programs. Employees are encouraged to review these materials for specific information.

**Health Insurance**

Introduction:

At Finish Line we prioritize the well-being of our employees. This Health Insurance Policy outlines the provisions and guidelines related to health insurance coverage provided to eligible employees.

1. Eligibility:

- Full-time employees, as defined by Finish Line, are eligible for health insurance coverage.

- Eligibility criteria and waiting periods are outlined in the employee handbook.

2. Plan Options:

- Finish Line offers a variety of health insurance plans to meet the diverse needs of our employees.

- Plan details, coverage options, and costs are available through the designated benefits platform.

3. Health and Wellness:

- Healthcare Coverage: Eligible employees may enroll in our healthcare plan, which includes medical, dental, and vision coverage.

- Wellness Programs: Participate in wellness initiatives, such as fitness classes, health screenings, and employee assistance programs.

4. Financial Well-being:

- Retirement Plans: Employees have the opportunity to contribute to the company's retirement plans, including 401(k) options.

- Salary Advances: In certain circumstances, employees may request salary advances subject to approval.

5. Time Off and Leave Policies:

- Paid Time Off (PTO): Accrue and utilize paid time off for vacation, personal, and sick days.

- Holidays: Enjoy paid time off on recognized holidays.

- Family and Medical Leave: Eligible employees may take leave under the Family and Medical Leave Act (FMLA).

6. Enrollment:

- Newly eligible employees may enroll in the health insurance plan within the specified enrollment period.

- Changes to coverage, such as adding dependents, can be made during open enrollment or due to qualifying life events.

7. Premiums and Contributions:

- Employee contributions toward health insurance premiums will be deducted from each paycheck.

- Premium rates are communicated during the benefits enrollment period.

8. Coverage Period:

- Health insurance coverage is effective as of the employee's eligibility date.

- Coverage may be terminated upon separation of employment or as outlined in the plan.

9. Dependent Coverage:

- Eligible employees may choose to enroll their dependents in the health insurance plan.

- Costs associated with dependent coverage are outlined in the benefits materials.

10. Wellness Programs:

- Finish Line offers wellness programs to encourage and support employees in maintaining a healthy lifestyle.

- Participation in wellness programs may result in additional benefits or incentives.

11. Coordination with Other Benefits:

- Health insurance benefits may be coordinated with other benefits such as disability coverage or flexible spending accounts.

- Employees are encouraged to review benefit materials for comprehensive information.

12. Leaves of Absence:

- Eligible employees on approved leaves of absence may continue health insurance coverage, subject to applicable laws and policies.

- Specific guidelines for coverage during leaves of absence are detailed in the employee handbook.

13. Plan Changes and Notifications:

- Finish Line reserves the right to modify health insurance plans and coverage options.

- Employees will be notified of any plan changes well in advance.

14. Compliance with Laws:

- Finish Line will ensure compliance with all relevant state and federal laws governing health insurance benefits.

Point of Contact:

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