



Guideline Title: Dress Code for Walgreens Family of Companies Stores Team Members.

Effective date: October 9, 2020

Description: This guideline allows for stores team members to be aware and follow the appropriate dress code for their work day.

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Purpose

To describe appearance expectations and requirements for work at Walgreens.

Scope

This guideline applies to all store team members.

Guideline statement

Walgreens Family of Companies strives to maintain a professional atmosphere that is conducive to our business environment. To that aim, Walgreens has established the following dress code, uniform Guidelines, and appearance expectations. This Guideline allows store team members to work comfortably while appropriately dressed for the workplace and to project and promote a positive company image and enhance the overall customer experience. Walgreens goal is to provide a work environment that is free of safety hazards, offensive behavior, and harassment of any kind.

Team members are relied upon to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress according to this Guideline. Generally, team members should maintain a clean and neat appearance at all times while at work, and as appropriate for the

work being performed and the setting in which the work is done. In addition, team members should avoid the use of strongly-scented perfumes, colognes, and lotions in consideration of coworkers or customers who may have sensitivities to such scents. Also, team members should not wear clothing with logos that promote other organizations, including competitors, colleges & universities, vendors, etc.

Team members reporting to work who do not meet the dress code standards described in this Guideline are considered to be dressed unsuitable for work, and will be asked by store leader to leave and return to work when dressed to meet the dress code standards. Any team member asked to leave and return to work to meet the dress code standards will not receive compensation for this time away from work. Store leaders may take appropriate disciplinary action if repeat offense.

These Guidelines are not intended to infringe upon a team member's right to dress in accordance with his or her religious beliefs. Requests for exceptions to the above standards may be made to management consistent with the Religious Accommodations Guideline.

General dress code standards

- All store team members are required to wear face covers while in store to prevent the spread of COVID-19.
- Pharmacy team members should continue to wear disposable surgical masks per the CDC guidelines
 - Cloth face coverings are NOT recommended for pharmacists, interns, designated hitters and technicians when working in pharmacy per the new CDC guidance.
- Disposable facemasks will continue to be provided to pharmacy team members for daily use, while front-end team members are provided with reusable cloth face coverings.
 - Front-end team members assisting in the pharmacy are required to wear disposable surgical masks while in the pharmacy.
- All team members must wear their name badge above the waist at all times while on duty.
 - Name badges must include team member name and position code
- Business Casual Pants and skirt options for team members (excluding pharmacy technicians) are as follows:
 - Pants that are solid black.
 - Skirts that are knee-length or longer, may be worn if they are solid black.

Pants and skirts made of fabrics such as cotton, wool, or polyester blends are permitted. Pants and skirts that contain blue jean or denim fabric are not acceptable.

As a general rule, team members can wear their choice of the following: clean athletic shoes or closed-toe dress or business casual shoes, unless specifically excluded in this Guideline for the team member's position.

Guidelines for store non-leadership team members (Front-End)

Front-End team members who are not members of store leadership are expected to wear the

company-issued grey polo shirt (short or long sleeves) with company logo during working hours.

Beauty Advisors have the option to wear company issued beauty smock with the company issued pink t-shirt worn underneath or issued black long sleeve dress shirt with a company issued gray t-shirt worn underneath.

Beauty Consultants have the option to wear company-issued beauty tunic and company issued brush belt or wear the company provided long sleeve black dress shirt and company provided brush belt.

As an alternative to the above expectations, non-management and non-leadership self-service team members may wear company-issued shirts promoting Walgreens products, events, or services during management or corporate-designated time periods.

In cold weather, non-management and non-leadership team members working the sales floor may also wear an additional solid color (solid black, white or gray) long-sleeved shirt under their required uniform shirt as appropriate for weather conditions, including turtleneck shirts, but excluding hooded garments. In such weather, team members may also dress as needed for weather conditions (including hooded garments) while retrieving shopping carts, receiving a warehouse, or performing other required job duties so long as they are not working on the sales floor.

In addition, team members can purchase and wear over uniform approved company logo track jacket and bomber jacket while on shift except Store Manager, Assistant Store Manager, Shift Leader, Beauty Consultant, RXM, Pharmacist, and Pharmacy Intern.

Designated Hitters (DH) and Customer Service Associates (CSA) can purchase and wear the men's moisture wicking polo shirt and or the unisex half zip color block windshirt as part of their uniform. These items are offered through the Walgreens Swag shop and are employee purchase items only and cannot be store expensed.

Guidelines: Store leadership and pharmacist team members

Members of store leadership (management and shift leads) are required to wear the company issued grey button down shirts.

Pharmacists are required to wear the company issued white pharmacist's short- or long-sleeved lab coat. Walgreens Pharmacists should wear their own short- or long-sleeved dress shirts or blouses under the uniform lab coat (no ties are required).

Members of store leadership and pharmacists are expected to wear solid black colored business casual or dress pants, or skirts that are at least knee-length, and must wear closed-toe dress or business casual shoes (solid white or black athletic shoes are acceptable).

Guidelines for pharmacy team members

Pharmacy technicians are required to wear company issued grey scrub tops and pants. Pharmacy technicians can wear their own solid white short-sleeved t-shirts under the scrub top, or can wear white, gray or black long-sleeved t-shirt under the scrub top.

- Pharmacy technicians can purchase and wear over uniform approved company logo track jacket and bomber jacket while on shift.

Scrub pants are offered in a variety of lengths. Team members are expected to use care when selecting their scrub pants' size and length so that the pants are not touching the floor.

Pharmacy team members may be permitted to wear skirts for religious reasons or as a part of a reasonable accommodation.

Designated Hitters are expected to wear the company-issued grey polo shirt (short or long sleeves) with company logo during working hours.

Designated Hitters in Puerto Rico are required to wear the company issued grey scrub tops and pants. They can wear their own solid white short-sleeved t-shirts under the scrub top, or can wear white, gray or black long-sleeved t-shirt under the scrub top.

Dress accessories and apparel that are not permitted for all store and pharmacy team members:

- Sweatpants and sweatshirts
- Jeans or denim clothing or fabric, leggings, shorts
- Headwear that covers the top of the head, unless due to a religious belief
- Miniskirts
- Sleeveless shirts, T-shirts (except under scrubs)
- Open toe or open heel shoes
- Sunglasses
- Excessive jewelry
- Halter tops
- Hooded garments
- Overly revealing clothing
- Tattoos that are offensive in nature

Dress Code Enforcement

The Dress Code is designed to maintain a professional atmosphere in the workplace, promote a positive company image, enhance the overall customer experience and maintain a workplace free from offensive behavior and harassment of any kind.

In the past, Walgreens has not prohibited support for outside organizations or movements and allowed team members to wear pins and buttons identifying their support in the fight against cancer and other diseases, LGBTQ and Pride month, Red Nose Day, and various third-party organizations.

In response to questions raised, below is clarification on the guidelines for apparel and other items in the workplace (where such items are otherwise allowed):

Team members who have been required to wear company-issued items as part of their dress code will still be required to do so.

Items supporting a non-political group are allowed – this includes “lives matter” material (whether it is Black, White, Blue or All), and U.S. or other recognized flags (excluding anything with the Confederate flag

in it) – these materials are not considered political materials;
Items that are degrading to a group based on any protected category and/or conduct are not allowed;
Political materials (e.g. materials identifying political candidates, political campaigns, or political slogans of campaigns/candidates) will not be allowed – this is a protected characteristic in CA and we want to have a consistent practice nationwide, additionally, it improperly sends a message of company support in political matters;

Items that symbolize discrimination of a group based on a protected category are not allowed – Swastikas, Confederate flags, etc.

Walgreens will review circumstances involving these guidelines in light of the facts of each situation. Any team member who wears items not allowed as part of the guidelines may be asked to remove the item, and will be sent home and subject to standard discipline if they refuse to do so.

Any team member who wears messages that are allowed under these guidelines should be aware of the following:

- Customers and team members may have a reaction to what they are wearing;
- If anyone makes an offensive comment, a team member should report it to management or leadership; and
- Any team member who cannot remain professional in the workplace with customers or coworkers will be subject to standard discipline, up to and including termination.

Contact details

For questions regarding what is acceptable dress code pursuant to this guideline, please contact your direct people manager.

For additional questions regarding Dress for Your Work Day Guidelines you can reach us through Ask the Retail Hub: Full Store > Front End > Uniforms