

Dress Code for Walgreens Family of Companies

Store Team Members

Description

This guideline allows for store team members to be aware and follow the appropriate dress code for their workday.

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 unsuitably for work and will be asked by the 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 their religious beliefs. Requests for exceptions to the above standards may be made to management consistent with the Religious Accommodations Guideline.

Contact Resources

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

For additional questions regarding Dress Code Guidelines, please reach out through Ask the Retail Hub:
Full Store > Front End > Uniforms

Dress Code Standards

General

- All team members must wear their name badge with the company-issued lanyard to be easily identifiable by customers. Name badges must include team member name and position code, while pronouns and "other information" fields can be updated optionally.

- Business Casual pants and skirt options for team members (excluding pharmacy technicians) are as follows:
 - Pants that are solid black or navy.
 - Team members should be mindful of pant length to avoid tripping hazard or safety concern.
 - Skirts that are knee-length or longer, may be worn if they are solid black or navy.
- 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, unless an exception is otherwise communicated for company-approved jeans day events.
- When working on tasks outside of the store, such as retrieving shopping carts or receiving warehouse, team members should always wear a reflective safety vest (WIC: 947385).
- 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.
- 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, skirts above knee-length
 - Headwear that covers the top of the head, unless due to a religious belief
 - Miniskirts
 - Sleeveless shirts
 - Open toe or open heel shoes ('Crocs' are not permissible within this Guideline due to having an open heel)
 - Sunglasses
 - Excessive jewelry
 - Halter tops
 - Hooded garments
 - Overly revealing clothing
 - Tattoos that are offensive in nature
 - Headphones for personal use
 - Hair styles should look neat and professional
 - Keep fingernails well-groomed and at a professional length for sanitation purposes
- Theatro headsets and communicators are considered part of a team member's dress code. Single-ear Theatro-compatible headsets for work use are permissible within this Guideline
- In cold weather climates, team members working on the sales floor may also wear an additional solid color white or navy (black for beauty consultants) long-sleeved shirt under their work apparel 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, gloves, etc.) while retrieving shopping carts, receiving a warehouse, or performing other required job duties so long as they are not working on the sales floor.
- When working on tasks for the store cooler and/or freezer, team members have the option to wear the staff cooler jacket (WIC: 949008).
- In addition, team members can purchase and wear approved company logo track jacket, bomber jacket, and softshell jacket over their uniform while on shift except for Beauty Consultant and Pharmacy team members. These items are offered through the Walgreens Uniform shop and are employee purchase items only and cannot be store expensed.
- Team members can purchase and wear the men's moisture wicking polo shirt and or the unisex half zip color block wind shirt as part of their uniform except for Beauty Consultant and Pharmacy team members. These items are offered through the Walgreens Swag shop and are employee purchase items only and cannot be store expensed.

Face Coverings (COVID-19)

- All store team members are required to follow face covering requirements as defined in the Walgreens Phase Review Guidelines to prevent the spread of COVID-19.
- If a local jurisdiction requires face coverings, team members must follow local guidelines, even if face coverings are not required under Walgreens Phase Review Guidelines.
- When required locally, or by Walgreens Phase Review Guidelines, pharmacy team members should wear disposable surgical masks while working in the pharmacy.
- All pharmacy supporting team members are required to wear disposable face coverings when conducting clinical services, including during vaccine administration and while conducting specific steps in COVID-19 testing process to continue to support a safe environment.

- Cloth face coverings are NOT recommended for pharmacists, interns, designated hitters, and technicians when working in pharmacy.
- Disposable surgical facemasks will continue to be provided to all team members. Pharmacy team members and front-end team members assisting in the pharmacy are also required to wear disposable surgical facemasks while in the pharmacy, when required locally or by Walgreens Phase Review Guidelines.

Guidelines for Non-Leadership Store Team Members (Front-End)

- Front-End team members are expected to wear a solid navy or royal blue shirt of their choice during working hours, except where a different standard has been established based upon state or local requirements (which affected team members will be informed of).
 - This can include polo and t-shirt style options, as well as short- or long-sleeve options.
 - Team members can procure their shirt locally or select from any of the options available for purchase from Walgreens' approved uniform vendor.
 - If procured locally, team members should aim to select a color option that most closely resembles "navy blue" or "royal blue". If a team member is unsure if the color selected is aligned to this Guideline, they should work with their direct manager to confirm.
- Beauty Consultants are expected to wear a solid black shirt of their choice and the company provided brush belt during working hours.
 - This can include polo, t-shirt, and button-down style options, as well as short- or long-sleeve options.
 - Beauty consultants can procure their shirt locally.
- As an alternative to the above expectations, non-leadership Front-End team members may wear company-issued shirts promoting Walgreens products, events, or services during management or corporate-designated time periods.

Guidelines for Store Leadership and Pharmacist Team Members

- Members of store leadership are expected to wear a solid navy or royal blue shirt of their choice during working hours.
 - This can include polo and button-down style options, as well as short- or long-sleeve options.
 - Team members can procure their shirt locally or select from any of the options available for purchase from Walgreens approved uniform vendor.
 - If procured locally, team members should aim to select a color option that most closely resembles "navy blue" or "royal blue". If a team member is unsure if the color selected is aligned to this Guideline, they should work with their direct manager to confirm.
- Pharmacists are expected 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).
- Pharmacists are expected to wear clean solid-color closed-toe dress or business casual shoes (athletic shoes are acceptable).
- Members of store leadership and pharmacists are expected to wear solid black or navy colored business casual or dress pants, or skirts that are at least knee-length.

Guidelines for Pharmacy Team Members

- Pharmacy technicians are expected to wear company issued navy blue scrub tops and pants. Pharmacy technicians can wear their own solid white short-sleeved t-shirts under the scrub top, or can wear white or navy long-sleeved t-shirt under the scrub top.
- 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.
- Pharmacy Customer Service Associates are expected to wear a solid navy or royal blue shirt of their choice during working hours.
 - This can include polo or t-shirt style options, as well as short- or long-sleeve options.
 - Team members can procure their shirt locally or select from any of the options available for purchase from Walgreens' approved uniform vendor.
 - If procured locally, team members should aim to select a color option that most closely resembles "navy blue" or "royal blue". If a team member is unsure if the color selected is aligned to this Guideline, they should work with their direct manager to confirm.
- Pharmacy Customer Service Associates in Puerto Rico are expected to wear the company issued navy blue scrub tops and pants. They can wear their own solid white short-sleeved t-shirts under the scrub top, or can wear white or navy long-sleeved t-shirt under the scrub top.
- Pharmacy team members can wear their choice of the following: solid-color clean athletic shoes or closed-toe dress or business casual shoes.

Guidelines for Community-Based Specialty Team Members

Overview

This guidance does not supersede any requirements set forth by the health system in which a community-based specialty pharmacy may reside. For any exception requests to the guidance outlined below, team members should reach out to their HSS for further discussion and approval.

Guidelines for Community Attire

Team members working in Community-Based Specialty locations are recommended to follow the standard dress code guidance outlined for pharmacy team members. For exceptions to wear Business Casual or Smart Casual Dress, please work with your HSS to gain approval.

Guidelines for Clinical Attire

Walgreens welcomes the professional clinical appearance for **non-exempt staff**. **Exempt staff** also have the option to follow the guidance below with approval from their HSS.

Clinical Attire	
Acceptable	Not Acceptable
<ul style="list-style-type: none"> • Scrubs must match top and bottom, must be in good condition • Must wear socks • Athletic shoes, professional clinical clogs 	<ul style="list-style-type: none"> • T-shirt with scrub pants, mis-matching scrubs • No socks • Worn-out tennis shoes or bright colored or patterned clog

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.

Walgreens values a diverse workforce. Walgreens does not discriminate and will not tolerate discrimination in the application of any of our policies based on gender, age, race, color, genetic information, religion, national origin, sexual orientation, gender identity, marital status, military status, veteran status, citizenship, ancestry, disability, body type, hair, physical attractiveness, or any other category protected under the law.

Walgreens does not prohibited support for outside organizations or movements, and team members are allowed 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.

Items that are available for purchase through the High Performance Uniform ordering portal or Walgreens Swag Shop are accessible to all team members regardless of position code. All team members have the option to purchase these items for use outside of work or as a souvenir, however, team members are expected to follow the dress code guidance based on their position code as specified in this document and items available for purchase may not be permitted for select position codes to wear while working.