

Q2 2017-The Perks of *Uniform* Guidelines

Appearance Code and Uniform Guidelines

At Waypoint we work to deliver an inviting, energetic and engaging environment for our staff. We want each reflection of our brand to be as thoughtful as the process we utilize to select our team members. Team members appearances are a reflection of the Waypoint brand and how we hit the road collectively is important to our customers. At the same time, we will always work to build a roadway where self-expression, empowerment and inclusion can all be driven. We've packaged this balance along with feedback from other team members, strategic partners and our customers as we updated our appearance code and uniform policy. This guideline is about how we want to package our staff, our most important cargo. If you're a potential hire we want to be forward and up front with our expectations. That's how we operate in all facets of our business. If you are an existing team member and have questions about what this means for you, talk with your supervisor or schedule a meeting with human resources. We've updated the Employee Policy Manual as well to clearly explain the changes we've made and the shared responsibilities that will be required to meet these expectations.

Personal Appearance

When a package arrives at your doorstep there's a certain positive expectation as to what's inside. We want our customers to feel that same way about us. So if your position puts you face-to-face with a customer these are our packaging requirements for a neat and professional appearance:

Hair

Keep it natural-no bright or unnatural colors. No unconventional cuts. Men's hair should be no longer than the shirt collar and tucking hair under a cap does not qualify. Woman wearing longer styles should pull them back with clips, hair ties or bands. Facial hair is acceptable as long as it is neatly trimmed and maintained.

Jewelry

It's important that you wear a wrist watch, it identifies us as people that are prompt and precise and always work with a deadline in mind. On the other hand large rings and necklaces worn outside of the shirt or blouse aren't particularly safe or practical for the rapid and energetic work we perform, keep them home for your own safety. Team members cannot use ear buds or blue tooth devices while on customer premises.

Piercings

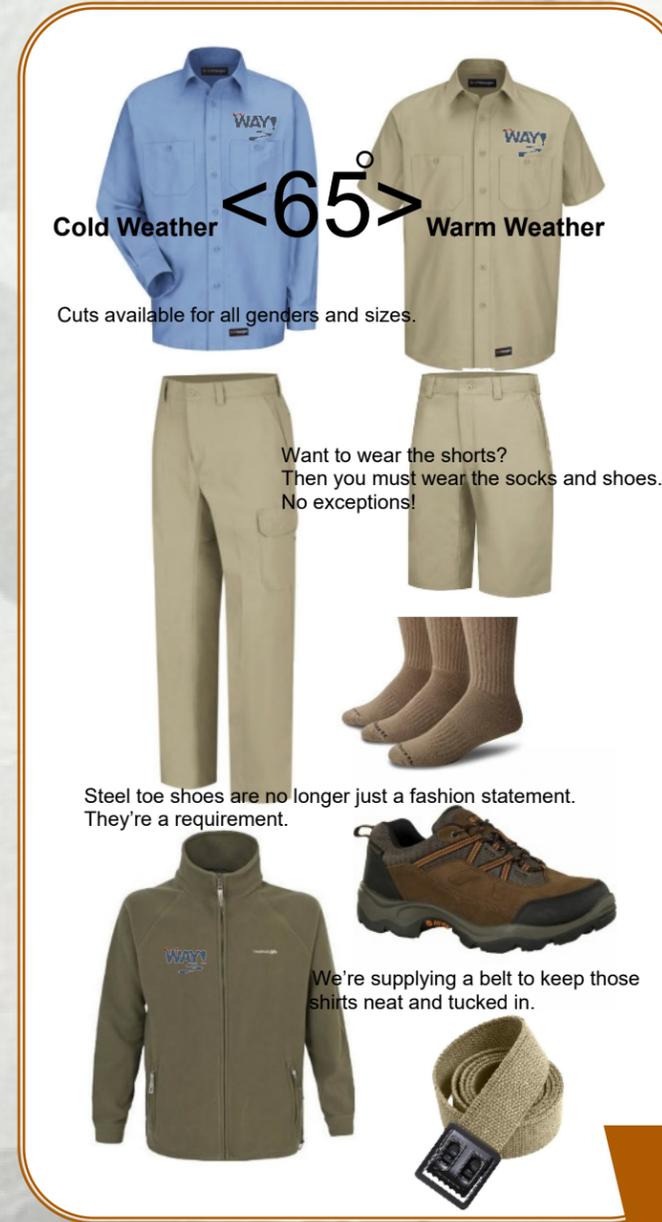
This gets complicated fast. Small or moderate earrings with no more than two per ear, that's for the ladies only, no earrings for men during working hours. Ear gauges are not acceptable, nose septum rings are never allowed and please, no other visible pierced jewelry or body adornments.

Fingernails

Keep your nails clean, short to medium length, more specifically no more than 1/8" beyond the fingertips.

Tattoos

We want customers to focus on you, not your body art. Tattoos are allowed, but not anywhere on the face or throat. Voice your creativity like you do your speech at work-you cannot swear, slander, hate or tell off-colored jokes, your tattoos can't either. Excessive tattoos need to be covered, we've included uniform options to assist you in putting a sleeve over your sleeves, that goes for the artwork on your legs as well.



The Uniform

Here are five reasons which make our uniforms an integral part of our work culture and also the lifestyle at times.

1.- Industry demands: There are certain service industries which are focused on the customer, ours, the department store, restaurants and hospitals to name a few. These industries demand that the workforce look more united and eager to serve the customer, so the role of the uniform becomes very important. When the workforce is wearing a pleasant uniform the customers approach them more confidently.

2.- Uniform as perks: In our organizations, it is considered as an honor and a kind of perk to receive a uniform. This results in considerable conservation of time and energy of the personnel, as you don't have to choose again and again the clothes to be worn at the work place. Also a lot of money is saved since rarely will you be buying new work clothes outside of our program.

3.- A sense of belonging: If the work force wears the same clothes to the work place then they share a feeling of commonness and belonging, which otherwise gets very difficult to achieve.

4.- A feeling of equality: Uniforms brings every one to the same platform, no matter how rich or poor he or she is and thus inculcating a feeling of equality amongst those wearing the uniform.

5.- Mutual growth: People wearing uniform are more caring for their fellows and colleagues, they care not only for their growth but the growth of their peers as well. Uniforms are very important and fosters traits which are very necessary for a person as an individual and an organization as a whole to thrive and prosper.

We are committed to a comprehensive employee benefit program to help our employees stay healthy, feel secure, look the part and maintain a work/life balance.

Our Uniform Program is a cost-share between the Team Member and WAYPOINT Detailed Delivery. The cost-share ratio is determined each calendar year after the previous years expenditures can be analyzed. WAYPOINT will assist each and every Team Member with an affordable payroll deduction plan that will allow them to defer their cost of the program over each pay period in the calendar year, ensuring that every Team Member has routine access to new uniforms, promotional wear and approved casual wear. We promise to deliver each Team Member an individual plan to help deliver our unified message.

WAYPOINT Detailed Delivery does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

