

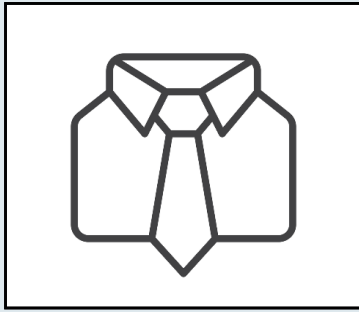
# Blackwell Uniform Policy

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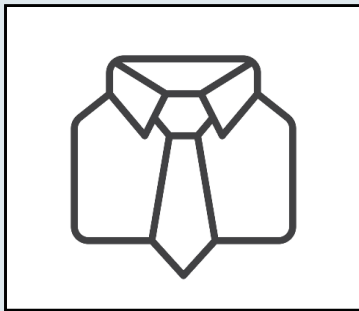
*The Company Uniform Standards are designed to give employees a professional and recognizable appearance while complying with the organization's safety standards.*

*If you have a medical or religious need that requires a reasonable accommodation be made to the Company Uniform Standard, please contact your supervisor or Human Resources Department with your request.*

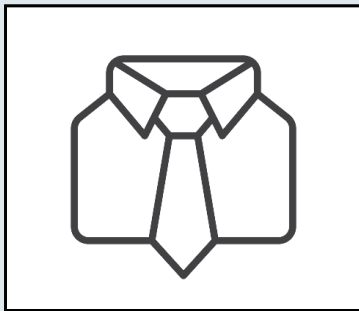
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**View Blackwell Uniform Standards**  
*Security, Lobby Attendant, & Package Handler*



**View Lobby Attendant Uniform**  
*One Cardinal Way*



**View Armed Security Uniform**  
*Centene Garage 5*



**View Armed Security Uniform**  
*Peoples National Bank*

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## Company Uniform Standards

### Employee Uniform Dress Code

Employees are expected to comply with the following appearance/dress requirements.

- Solid black blazer, 2 to 3 black buttons
- Solid white pressed dress shirt without fabric textures or patterns  
Shirt sleeves must be worn at wrist length  
**Optional:** Employees can roll their shirt sleeves to the elbow when handling packages and are out of lobby view only
- Solid white crew neck undershirt
- Solid black vest, 4 to 6 black buttons (*lobby attendants only*)
- Company issued name tag (*lobby attendants only*)
- Company issued lapel pin
- Company issued solid black tie
- Solid black dress belt
- Solid black dress slacks  
**Optional:** Solid black knee length skirt, 3 to 4-inch back vent acceptable. No front slit or garment designs (*female employees only, Lobby Attendants only*)
- Solid black socks
- Solid black hi-gloss patent leather shoes, tightly laced  
**Optional:** Solid black, closed toed, slip on, 1-3-inch block or wedge heel. No decals, sling-back, ankle-straps, buckles, or stilettos (*female employees only, Lobby Attendants only*)

### No tuxedo style garments



### Seasonal Dress Code: Memorial Day to Labor Day (*Lobby Attendants only*)

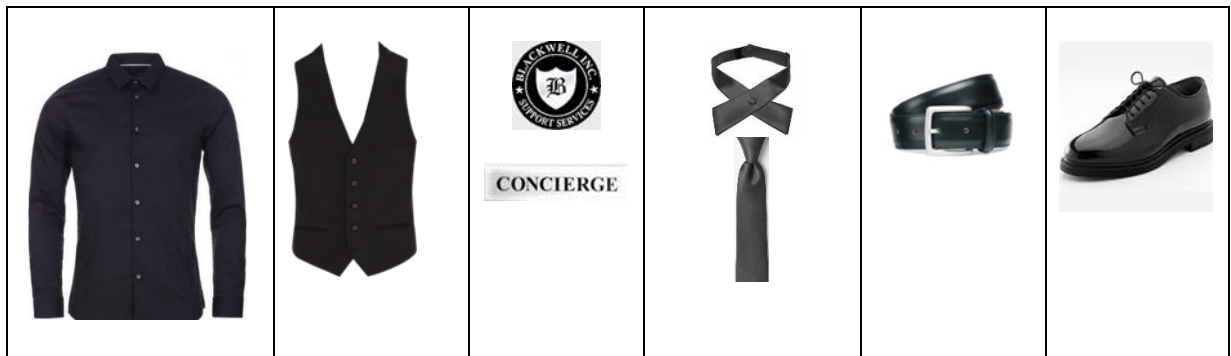
- Solid black vest with 4 to 6 black buttons
- Solid black blazer must be worn to property and hung on back of desk chair to wear as needed
- Shirt sleeves must be worn at wrist length  
**Optional:** Employees can roll their shirt sleeves to the elbow when handling packages and are out of lobby view only

### No tuxedo style garments

**Package Handler Uniform – Where Authorized**

- Solid black pressed dress shirt without fabric textures or patterns  
Shirt sleeves must be worn at wrist length  
**Optional:** Employees can roll their shirt sleeves to the elbow when handling packages and are out of lobby view only
- Solid black vest, 4 to 6 black buttons
- Company issued name tag
- Company issued lapel pin
- Company issued solid maroon tie
- Solid black dress belt
- Solid black dress slacks
- Solid black socks
- Solid black hi-gloss patent leather shoes, tightly laced

**No tuxedo style garments**



**Facial Hair**

- Clean shaven and/or neatly trimmed mustaches, and conservative length sideburns

**Hair styles**

- Short, conservative length and style are required (*male employees only*)
- Hair must be neatly combed. Natural hair colors only
- Long hair must be pulled back with a hair-tie (*female employees only*)
- Hair accessories require company approval
- No razor/etched line cuts, mohawk, or faux hawk styles

**Daily Hygiene**

- Daily showers and deodorant
- Fingernails cleaned and clipped short  
One solid color, red, pink, or natural tones only. No attached jewels, insignias, or neon colors (*female employees only*)
- Cologne or fragrance lightly applied

**Accessories**

- Studs or similar conservative wear earrings only (*female employees only*)
- Ears must be jewelry free (*male employees only*)



- Wedding band and/or one conservative ring per hand
- Ensure necklaces are not visible
- Visible tattoos, body art, and/or body piercings require company approval
- Additional accessories such as tie clips, tie-bars, pins, collar-bars, or other adornments are excluded

The Company Uniform Standards are designed to give employees a professional and recognizable appearance while complying with the organization’s safety standards.

If you have a medical or religious need that requires a reasonable accommodation be made to the Company Uniform Standard, please contact your supervisor or Human Resources Department with your request.

At your post is not a time to make personal fashion statements with your hair, jewelry, accessories or body art. The Blackwell image has a simple, understated elegance that is easily recognized but not open for interpretation. No alterations, personalization, or augmentation is allowed.

As your contractual obligation, you must arrive at post on time and properly dressed.

Uniforms can be obtained through Blackwell approved vendors.

<p><b><u>St. Louis</u></b>  <b>Leon Uniform</b>          142 Hanley Industrial Ct., St. Louis, MO 63144          Hours: 8:00am - 5:30pm Mon-Fri                    8:00am - 12:00pm Sat          (314) 535-8133</p> <p><b>Men’s Wearhouse</b>          8332 Eager Rd, Brentwood, MO 63144          Hours: 10:00am - 9pm Mon-Sat                    11:30am - 6:00pm Sun          (314) 781-3488</p>	<p><b><u>Chicago</u></b>  <b>Chicago Uniform Company</b>          550 W. Roosevelt Rd., Chicago, IL 60607          Hours: 9:00am – 5:30 Mon-Fri                    9:00 am – 4:30 Sat          (312) 913- 1006</p> <p><b>Men’s Wearhouse</b>          535 N. Michigan Ave., Chicago, IL 60611          Hours: 9:30am – 8:00 pm Mon-Sat                    11:00am – 6:00 pm Sun          (312) 321-1903</p>
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*“We cannot brand a uniform unless it is proudly worn by a professional Blackwell employee. You are the Blackwell Brand.”*

**Chris Stewart, Chicago Corporate Trainer**

*“Throughout the years, the employees of Blackwell Support Services, Inc. have proven repeatedly that business and personal successes are not only attained, but accelerated, when achieved in an environment that is driven by high standards. We believe our mission articulates these standards, but it is each individual employee that brings them to life through their everyday actions”.*

**Wade Blackwell, CEO**

## EMPLOYEE DRESS CODE – LOBBY ATTENDANT – ONE CARDINAL WAY

Employees are expected to comply with the following appearance/dress requirements:

### EMPLOYEE UNIFORM DRESS CODE SECURITY OFFICER DRESS CODE

Employees are expected to comply with the following appearance/dress requirements.

- Solid black blazer, 2 to 3 black buttons
- Solid white pressed dress shirt without fabric textures or patterns. Shirt sleeves must be worn at wrist length
- Solid white crew neck undershirt
- Company issued lapel pin
- Company issued solid red tie
- Solid black dress belt
- Solid black dress slacks
- **Optional:** Solid black knee length skirt, 3 to 4-inch back vent acceptable. No front slit or garment designs (*female employees only*)
- Solid black socks
- Solid black hi-gloss patent leather shoes, tightly laced
- **Optional:** Solid black, closed toed, slip on, 1-3-inch block or wedge heel. No decals, sling-back, ankle-straps, buckles, or stilettos (*female employees only*)

### No tuxedo style garments



### FACIAL HAIR

- Clean shaven and/or neatly trimmed mustaches, and conservative length sideburns

### HAIR STYLES

- Short, conservative length and style are required (*male employees only*)
- Hair must be neatly combed. Natural hair colors only
- Long hair must be pulled back with a hair-tie (*female employees only*)
- Hair accessories require company approval
- No razor/etched line cuts, mohawk, or faux hawk styles

### DAILY HYGIENE

- Daily showers and deodorant
- Fingernails cleaned and clipped short

One solid color, red, pink, or natural tones only. No attached jewels, insignias, or neon colors  
(*female employees only*)

- Cologne or fragrance lightly applied

#### ACCESSORIES

- Studs or similar conservative wear earrings only (*female employees only*)
- Ears must be jewelry free (*male employees only*)
- Wedding band and/or one conservative ring per hand
- Ensure necklaces are not visible
- Visible tattoos, body art, and/or body piercings require company approval
- Additional accessories such as tie clips, tie-bars, pins, collar-bars, or other adornments are excluded

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## EMPLOYEE UNIFORM DRESS CODE - ARMED SECURITY OFFICER – CENTENE GARAGE 5

Employees are expected to comply with the following appearance/dress requirements.

- Standard issue long-sleeve hard security shirt with American flag and Blackwell emblem patches
- Standard issue short-sleeve hard security shirt with American flag and Blackwell emblem patches (Memorial Day through Labor Day only)
- Solid white crew neck undershirt
- Company issued solid black tie (tie does not need to be worn with short-sleeve uniform shirt)
- Security Badge
- Solid black dress belt
- Solid black dress slacks
- Solid black socks
- Solid black hi-gloss patent leather shoes, tightly laced
- Pepper spray, weapon, and black patent leather duty belt (please note that handcuffs are not a part of the Blackwell uniform and are not to be worn on the duty belt)



### FACIAL HAIR

- Clean shaven and/or neatly trimmed mustaches, and conservative length sideburns

### HAIR STYLES

- Short, conservative length and style are required (*male employees only*)
- Hair must be neatly combed. Natural hair colors only
- Long hair must be pulled back with a hair-tie (*female employees only*)
- Hair accessories require company approval
- No razor/etched line cuts, mohawk, or faux hawk styles

### DAILY HYGIENE

- Daily showers and deodorant
- Fingernails cleaned and clipped short  
One solid color, red, pink, or natural tones only. No attached jewels, insignias, or neon colors (*female employees only*)
- Cologne or fragrance lightly applied

### ACCESSORIES

- Studs or similar conservative wear earrings only (*female employees only*)

- Ears must be jewelry free (*male employees only*)
- Wedding band and/or one conservative ring per hand
- Ensure necklaces are not visible
- Visible tattoos, body art, and/or body piercings require company approval
- Additional accessories such as tie clips, tie-bars, pins, collar-bars, or other adornments are excluded

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**Leon Uniform**

142 Hanley Industrial Ct., St. Louis, MO 63144

Hours: 8:00am - 5:30pm Mon-Fri

8:00am - 12:00pm Sat

(314) 535-8133



## EMPLOYEE UNIFORM DRESS CODE - ARMED SECURITY OFFICER – PEOPLES NATIONAL BANK

Employees are expected to comply with the following appearance/dress requirements.

- Standard issue long-sleeve hard security shirt with American flag and Blackwell emblem patches
- Solid white crew neck undershirt
- Company issued solid black tie
- Security Badge
- Solid black dress belt
- Solid black dress slacks
- Solid black socks
- Solid black hi-gloss patent leather shoes, tightly laced
- Pepper spray, weapon, and black patent leather duty belt (please note that handcuffs are not a part of the Blackwell uniform and are not to be worn on the duty belt)



### FACIAL HAIR

- Clean shaven and/or neatly trimmed mustaches, and conservative length sideburns

### HAIR STYLES

- Short, conservative length and style are required (*male employees only*)
- Hair must be neatly combed. Natural hair colors only
- Long hair must be pulled back with a hair-tie (*female employees only*)
- Hair accessories require company approval
- No razor/etched line cuts, mohawk, or faux hawk styles

### DAILY HYGIENE

- Daily showers and deodorant
- Fingernails cleaned and clipped short  
One solid color, red, pink, or natural tones only. No attached jewels, insignias, or neon colors (*female employees only*)
- Cologne or fragrance lightly applied

### ACCESSORIES

- Studs or similar conservative wear earrings only (*female employees only*)
- Ears must be jewelry free (*male employees only*)
- Wedding band and/or one conservative ring per hand

- Ensure necklaces are not visible
- Visible tattoos, body art, and/or body piercings require company approval
- Additional accessories such as tie clips, tie-bars, pins, collar-bars, or other adornments are excluded

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