

# MARY KAY

## Dress Code

Mary Kay is a high-profile company. As such, the public image conveyed by the appearance of our facilities and our employees is vitally important to our success. The Company's goal is to be a highly respected world-class organization. Regardless of where you work, you may be visited by independent sales force members or other visitors and you must, therefore, present a positive and professional image of our Company.

Each Mary Kay facility has a specific dress code that may vary from other facilities due to the nature of the work performed. You are expected to know and follow the dress code for any location at which you may work or visit. Additionally, you are representing the Company and should be clean, neat and well groomed.

In Mary Kay facility office environments, employees should follow professional attire standards. Employees working in operational areas such as labs or processing/packaging areas in manufacturing, warehouses in branches, etc., will follow appropriate dress codes for their areas that take into account safety and the nature of the work. If you work in the manufacturing plant or laboratories, government regulations may require you to wear adequate head covering.

Shoes worn in processing/packaging, warehouse, printing, postal and laboratory areas, including walkways or aisles, must protect the entire foot, including toes and heels and have a non-slip sole. Shoes should be comfortable and easy to walk in. You also may be required to wear safety shoes or glasses in certain areas. You are expected to comply with this safety requirement.

Any employee attending independent sales force events such as Leadership, Career Conference, Seminar or any meeting at which members of the independent sales force will be present must follow those events' dress guidelines.

Discuss with your supervisor any specific questions regarding guidelines on dress code for your department and/or any work location.

For men, professional attire includes:	does not include:
<input type="checkbox"/> dress shirt and slacks <input type="checkbox"/> dress shoes <input type="checkbox"/> suit jacket/blazer optional	<input type="checkbox"/> golf shirts <input type="checkbox"/> casual pants (denim, cargo, drawstring, etc.) <input type="checkbox"/> shorts <input type="checkbox"/> sandals or athletic shoes
For women, professional attire includes:	does not include:
<input type="checkbox"/> suit (skirt or pant) with coordinated jacket <input type="checkbox"/> skirt with dressy sweater set, cardigan or blouse (including sleeveless) <input type="checkbox"/> pants with a dressy sweater set or cardigan <input type="checkbox"/> a professional dress, (including sleeveless)	<input type="checkbox"/> pants with blouse or sweater without a jacket or cardigan <input type="checkbox"/> pants with a casual sweater set <input type="checkbox"/> sundresses <input type="checkbox"/> spaghetti straps <input type="checkbox"/> casual pants, including denim <input type="checkbox"/> crop/capri pants above the ankle (ankle-length is permitted)



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<input type="checkbox"/> dress shoes (open or closed toe), including dressy sandals and boots	<input type="checkbox"/> leggings or footless tights unless under a dress or skirt <input type="checkbox"/> dress or skirt so short as to make others around you uncomfortable <input type="checkbox"/> low cut tops <input type="checkbox"/> shorts or skorts <input type="checkbox"/> flip flops or other casual sandals <input type="checkbox"/> casual boots <input type="checkbox"/> athletic shoes
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