

MEMORANDUM

TO: All Crew Members

FROM:

RE: Dress Code and Appearance Policy

DATE:

Because it is important to periodically reinforce key policies, the company is giving you a copy of its Dress Code and Appearance Policy (attached) to remind you of your obligations. Here are a few key points:

- You are expected to arrive at work well groomed, clean and in uniform. It is important to always present a professional image to our customers.
- As a provider of food to be consumed by our customers, the company has always stressed that employees must be vigilant in making sure that products are free from contamination. The consequences of failing to ensure food safety are extremely serious and that is why our policy prohibits things such as false nails, nail polish, and unclean or unruly hairs.
- Please remember a hat or visor must be worn at all times, as well as slip resistant shoes.
- If you report to work and you are not in compliance with the Dress Code and Appearance Policy, you may be prevented from working until you comply with the Policy.

Please review the attached Dress Code and Appearance Policy to confirm your understanding of its requirements.

If you have any questions regarding the Dress Code and Appearance Policy, please ask your manager for clarification.

ACKNOWLEDGMENT:

I have read the Dress Code and Appearance Policy and reaffirm my commitment to abide by it. Prior to signing this memorandum, I had the opportunity to ask questions about any portion of the policy that may have been unclear to me.

Employee Name

Date



Wendy's

BRAND STYLE GUIDE

*Featuring the crew from Gahanna, OH
Restaurant #2140*



REAL FOOD.
REAL PEOPLE.

We GOT YOU[®]

Welcome to the team! And like any team, we wear our colors with pride. There are a few basic guidelines regarding work clothes, but ultimately, we want you to feel free to be yourself. Yourself is cool. To be honest, it's one of the main reasons you got the job.





“Be yourself; everyone else is already taken.”

–Anonymous





ALL TEED UP

We've got a couple different t-shirts for you to choose from. You can wear any of these approved designs at any time. You can tuck it in or tuck it out – whatever makes you comfortable.

✓ GOOD TO GO



"See You Earlier"



"Fresh Since Day One"



"Baconator"

✗ NO GO

- Wrinkled shirts
- Cracked or damaged graphics
- Stretched materials
- Faded shirts
- Rips and tears
- Dirt or stains
- Outdated or old shirts
- Non-Wendy's provided t-shirts

WARM IT UP

If you're chilly, throw some long sleeves on underneath. Solid black, gray, navy, or white are all good. If you're still chilly, try some of our chili.

✓ GOOD TO GO

- Long sleeves
- T-Shirt material
- Dry-Fit material

✗ NO GO

- Non-Wendy's logos or branding on sleeves
- Sleeves past the wrist
- Patterns

ALWAYS COOL COLORS



BOTTOMS



OMJeans

You must—and we can't stress this enough—wear pants to work. We keep it casual with blue jeans—the darker the blue the better. Skinny, boot cut, relaxed fit – if they're blue and they're jeans, you're golden.

✓ GOOD TO GO



Dark blue jeans



Belts (if you'd like)

✗ NO GO



Shorts



Capris



Holes and distressed



Sweatpants



Leggings



Baggy or sagging



Embellishments





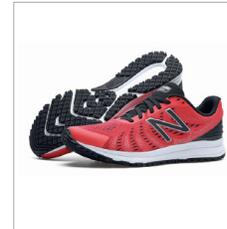
PUT YOURSELF IN OUR SHOES

Okay. We know restaurant shoes aren't the hottest kicks out there. But you know what else isn't hot? Slipping and falling into something that is hot...like a grill. So shoes with non-leather, slip resistant bottoms or soles are required. Black, gray, and red are all solid color choices.

✓ GOOD TO GO



Slip on sneakers



Sneakers



Clogs



Dress shoes

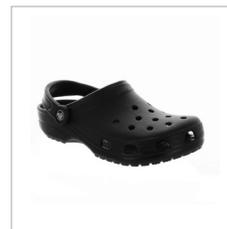


High-top shoes



Boots

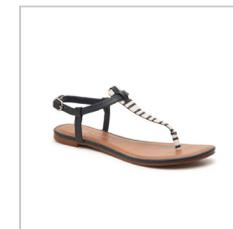
✗ NO GO



Rubber shoes with holes



Heels (Seriously though, who wants to work in heels?)



Sandals or open toe



Boots with the fur





HEADING IN THE RIGHT DIRECTION

And top it all off (see what we did there) with a 100% authentic Wendy's hat or visor.

✓ GOOD TO GO



Hat



Visor

✗ NO GO



Wearing your hat or visor backwards or sideways



Hats with a non-Wendy's logo



Do-rags or skull caps



Beanies and knit caps

SAY YOUR NAME, SAY YOUR NAME



Everyone gets a little chalkboard badge to write their name on. It can be the name your parents gave you or what your friends call you. But if you go with a nickname, just remember this is a family restaurant and, you know, use common sense.

TIGHTEN THE APRON STRINGS

If you're in production, you gotta wear an apron. We don't want those sweet tees getting all messed up, right? If you're not in production, it's up to you whether you wear one or not.



LOOKIN' GOOD

Like moms everywhere, we want you to show up to work clean, groomed, and wearing the right stuff. For Wendy's, the right stuff means the team gear we talk about on previous pages. Unlike moms though, we have very few opinions about your hair. As long as it's pulled back and under control, you're good to go. Same goes for facial hair. Just keep it trimmed and maintained. And finally, fingernails must be clean. We are handling food, after all.

EXCEPTIONS

This style guide includes the basic, required dress code and appearance standards for Wendy's restaurants in the U.S. For company restaurants, see also the Dress Code and Appearance Policy, Bulletin #224. Wendy's Franchise owners may adopt additional and/or more stringent dress code standards, including as necessary to comply with local health department requirements. You should contact your franchise owner or manager for additional standards or policies that may apply to you, or if you have a request for an accommodation from these standards due to a sincerely held religious belief, practice, or observance, or for medical reasons.





HOURS
Monday-Fri 6:00AM - 10:00PM
Saturday 6:00AM - 10:00PM
Sunday 6:00AM - 10:00PM
Hours of Day

MOBILE ORDERING AVAILABLE!



Wendy's

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