

10.4 Workplace Appearance

NEST Employees are expected to be suitably attired and groomed during working hours or when representing the Company. Employees should appear neat and professional at all times with clothing appropriate for any unscheduled meetings with clients, vendors, or other professionals.

The tables below are a general overview of acceptable/unacceptable attire. The examples in each table are not intended to be all inclusive, but rather a guide to set the general parameters for proper attire and allow you to make appropriate judgments about items not specifically addressed.

Employees must exert a certain amount of judgment in their choice of clothing to wear to work. Managers are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling Employees whose appearance is inappropriate or inconsistent with this policy. If an employee's appearance is deemed to be inappropriate or a violation of this policy, the Employee may be sent home and directed to return to work in proper attire. Continued violations of this policy could result in corrective disciplinary actions up to and including termination.

Reasonable accommodations that do not impose an undue burden on the Company or disrupt the Company's operations will be made for an Employee's religious beliefs and/or disabilities whenever possible, consistent with the Company's business need to present a professional appearance to the public.

The weekly dress code is as follows:

Monday - Sunday Business Casual Attire (Acceptable)	Monday - Sunday Business Casual Attire (Not acceptable)
• Slacks/Khakis/Denim Jeans/shorts • Leggings, Capris, culottes or skirts • Dresses • Sweaters/cardigans • Collared Shirts • Blazers/Sport Jackets/Suits • Button-up shirts • Short or long -sleeved Blouses • Polo or golf style shirts • NEST logo, Client/ISP logo apparel • Boots, shoes, loafers, sandals or deck shoes • Casual or athletic shoes	• Tank Tops • Halter Tops • Short shorts • Sweatpants/jogging suits • Tattered clothing • Ripped Jeans • Hats/Caps • Slippers • Flip Flops

- *At no time should Employee's undergarments be visible*
- *Dresses, skirts or shorts length should be at an appropriate length (no more than 2 inches above the knee).*
- *Makeup, perfume, and cologne should be in worn moderation.*
- *NEST reserves the right to rescind and/or amend this policy at any time.*