Dress Code
Look Book

Macy’s Supply Chain
OVERVIEW

We expect Colleagues to follow our dress code policy by wearing appropriate garments based on job responsibilities, maintaining a professional appearance. This document helps you understand those expectations by providing examples. In addition to the examples, you should keep the following in mind:

- Your clothing, appearance, and hygiene must fit the workplace
- Clothing must be neat, clean, properly-fitted, and in good condition. The following items may not be worn:
  - Thinly-strapped camisoles, halter, strapless, or bare-back tops/dresses, unless a third piece such as a jacket is worn all day
  - Visible shoulder straps (unless the straps are 3 inches or more in width)
  - Clothing with vulgar/inappropriate words or pictures (including, but not limited to, references to sex, drugs, alcohol, tobacco, gang affiliation, profanity, violence, or death)
- Appropriate undergarments are required and should not be visible

Colleagues working in Fine Jewelry secured areas:
- Are not permitted to enter secured areas unless approved tops and bottoms are worn
- Are not permitted to wear jewelry or items containing metal
- Are not permitted to wear hats

Exceptions to our dress code policy may be made for:
- Approved ADA accommodations
- Approved religious accommodations

For additional information regarding accommodations, please refer to the applicable policy.

Transgender and gender non-conforming Colleagues may comply with this policy in a manner consistent with their gender identity or gender expression.

Direct any questions regarding the dress code policy to your People Leader.
BOTTONS

- Tight-fitting clothing such as leggings and yoga pants must be appropriately covered with a tunic, dress, sweater, blouse, or jacket that extends below the fingertips.

ACCEPTABLE

NOT ACCEPTABLE

- X Pants that show undergarments
- X Skin-tight pants
- X Pants that are too long
- X Shorts that are more than 2" above the knee
- X Fringes
- X Pajama pants
- X Drawstrings
TOPS

ACCEPTABLE

NOT ACCEPTABLE

NO

- Camisoles
- Hoods
- Halter tops
- Strapless tops
- Vulgar words or pictures
- Revealing tops
- Drawstrings
SHOES

- Footwear includes comfortable, sturdy, functional, work-appropriate shoes that cover the entire foot.

ACCEPTABLE

NOT ACCEPTABLE

NO

X No heels
X Backless shoes
X Open-toed
ACCESSORIES & OUTERWEAR

- Scarves are not permitted, unless worn in accordance with an approved accommodation.
- Dangling jewelry is not permitted; other jewelry worn is subject to routine inspection by Asset Protection when entering the facility.
- Jackets and coats are not to be worn in work areas unless weather conditions require it.
- Colleagues must store all outerwear in lockers or designated areas.
- Any outerwear permitted due to extreme temperatures must not be longer than waist-length and is subject to routine inspection by Asset Protection when exiting the facility.

NOT ACCEPTABLE

NO

X Scarves
X Dangling necklaces
X Dangling bracelets
X Dangling earrings
X Outerwear
Hair & Nails

- Hair must be tied up above shoulders or styled at a length that does not extend below the shoulders when entering the distribution center.
- Long beards should be secured with a net, tied up above the collarbone, or trimmed to a safe length.
- Fingernails must be clean, well-manicured, and short (not exceeding ¼ inch beyond fingertip).

Acceptable

![Hair](image1)
![Hair](image2)
![Hair](image3)
![Nail](image4)

Not Acceptable

- Long fingernails
- Hair below shoulders
- Unsecured long beards
ELECTRONICS & BADGES/INSIGNIA

- Headphones, earbuds, cellphones, or other electronic/digital devices cannot be worn or used while on the production floor.
- Macy’s Supply Chain identification must be worn at all times. Only Company-issued badges, buttons, pins, or insignia may be worn. Badges must be attached to breakaway lanyards or clips.

NOT ACCEPTABLE

- Headphones
- Earbuds
- Cellphones

NO

X Headphones
X Earbuds
X Cellphones

Have Questions? Refer to Powered Industrial Truck Program and Cell Phone and Mobile Device Usage Policy.