DRESS CODE & APPEARANCE POLICY
Crew Members & Managers
Franchise Restaurants

In order to achieve uniformity and protect the brand image, we have issued a revised Dress Code & Appearance Policy. We are providing you with two versions of the Dress Code & Appearance Policy. The Franchise Restaurant version contains minimum basic uniform and appearance standards that are necessary to achieve a consistent brand image. The Company Restaurant version is provided solely for informational purposes regarding Wendy’s International, Inc.’s approach to employee dress and appearance. Some of the information is specific to Wendy’s International, Inc.’s policies and procedures and may not be consistent with a particular franchisee’s policies. Franchisees are free to use parts of the Company Restaurant version or disregard it, but franchisees need to adhere to the basic standards in the Franchise Restaurant version.

Below are the basic, required dress code and appearance standards. Contact your individual Franchise owner for additional standards or policies that may apply to you.

Uniform Components
- Shirts
  - Polo for Crew
  - Woven for Managers
- Apron
  - Required for Crew
  - Optional for Managers
- Hat or visor
  - Required for Crew
  - Optional for Managers
- Name badge
  - Required for Crew and Managers
- Tie/Scarf
  - Optional for Managers
- Only Wendy’s approved sweaters or outerwear may be worn

Pants and Shoes
- Shoes must be clean and in good condition. The shoes must be dark colored and have a solid or leather “upper” closed area.
- Pants must be black and the shirt must be tucked in.

Appearance
- You are expected to arrive at work well groomed, clean and in uniform. You are responsible for having your work clothing clean and in good repair each time you are scheduled to work. The name tag you receive must be worn at all times as part of your work attire.
- A hat or visor must be worn at all times.
- Because it is impossible to provide examples of every appropriate or unacceptable hairstyle, Wendy’s expects that its employees will present a neat, professional appearance while at work. For example, hair is to be neat, groomed and clean. Longer hair must be pulled back and under control at all times and it must be worn in compliance with all health regulations and Wendy’s food safety requirements.
- Fingernails must be clean and well-kept for food safety and sanitary reasons. False or airbrushed nails and polish are not permitted.