



NICKELS AND DIMES INCORPORATED

EMPLOYEE POLICIES

DEAR APPLICANT:

It is our understanding that you are interested in applying for employment with Nickels and Dimes Incorporated (Company) and we are pleased you have considered us as a career choice. We ask that you carefully read the following information before completing an application for employment. It is important you understand that you will be expected to adhere to the following policies should you be selected for employment with the Company.

EMPLOYEE ATTIRE

When on duty, all Company employees must be dressed to Company standards and maintain a professional appearance and demeanor. Employees not in proper uniform will not be allowed to clock in and may be discharged for violation of this Company policy. Managers who allow an employee to clock in who is not in proper uniform will also be subject to immediate discharge from employment.

Proper Company dress for employees on duty includes a **sleeved** shirt, **sleeved** blouse, or **sleeved** T-shirt. The **sleeved** shirt, blouse or T-shirt must have no logos, printing, or advertising unless the shirt is a "Tilt" or "Nickels and Dimes" authorized shirt. Proper Company dress for employees also includes **solid** colored slacks, **solid** colored jeans, **solid** colored dress shorts, or **solid** colored walking shorts. Short-Shorts are not allowed. **Frayed, unhemmed, torn, raveled, ripped, or faded shirts, blouses, T-shirts, slacks, jeans, dress shorts, or walking shorts are not allowed.** All shirts, blouses, and T-shirts must meet the slacks, jeans, dress shorts, or walking shorts. This means that there should be no skin or undergarments showing between the shirts, blouses, or T-shirts and the slacks, jeans, dress shorts, or walking shorts. Comfortable closed-toed and closed-heeled shoes are required. Sandals are not allowed. Shoes must be clean, neat, and in good condition. All jewelry must conform to safety considerations and present a **professional** appearance.

In addition **when working the store floor, ALL** employees are required to wear a well-maintained and clean **Company bib apron**. The bib apron must be tied.

Employees are not allowed to wear hats, caps, scarves, bandanas, do-rags, or any other type of headgear or head covering while on duty. Exceptions for religious and medical reasons may be applied for through the Human Resources Manager.

All employees must bathe and use deodorant daily. Daily brushing of teeth is also necessary. Hairstyles, hair-color, and/or make-up must be neat, **conservative, businesslike, professional, and non-controversial**. Management reserves the right to determine the definition of the word "controversial" as it applies to each individual. **Faddish and/or distracting hairstyles, hair-color, make-up, etc. are not appropriate and not allowed. Hair must be clean.**

SMOKING POLICY

Company policy prohibits smoking in the store and store office at all times. Also, we ask that you do not smoke immediately outside the store premises while on duty, i.e. outside our mall entrance or other outside mall entrances. Therefore we do not allow smoking at any time while employees are on duty, on Company property, or outside mall entrances.

EMPLOYEE GAME PLAYING

Employees are not allowed to play games either paid or free while on duty.

EMPLOYEE BEHAVIOR

Employees are to behave in a professional manor at all times. Employees are not to use profane or abusive language while in the Company store regardless if the employee is on duty or not.

Employees must not supervise or be supervised by, either directly or indirectly, any employee with whom the employee is related or involved. "Related" defined as being related by marriage or birth. "Involved" defined as being physically, emotionally, romantically, or otherwise involved. This policy will be waived if there is a management level separation of at least two (2) levels beginning with the store manager level. This means a Regional Manager could have a relative working as an Assistant Manager level or lower in a store. A Store Manager supervises the Assistant Manager. A District Manager supervises the Store Manager. And a Regional Manager supervises the District Manager. Thus two (2) levels of management beginning with the store manager level separate the Regional Manager and the Assistant Manager relative. This policy does not apply to members of the Craig Singer family.



NICKELS AND DIMES INCORPORATED

SEXUAL HARASSMENT, DISCRIMINATION AND SEXUAL ACTS

Sexual harassment is illegal and is not tolerated by Nickels and Dimes Incorporated. Employees must not engage in or participate in harassment or discrimination of any nature against or towards employees or customers. Employees must have no physical contact of any type with other employees, customers, or non-customers while in the Company store regardless if the employee is on duty or not. This would include but is not limited to hugging, touching, kissing, massaging, handholding, etc. .

Employees must not engage in or participate in horseplay or kidding around while on Company property. Employees must not tell or participate in conversations, the telling of jokes, making jokes, making insinuations or innuendoes with regards to but not limited to sexual topics, gender, age, national origin, race, disability, religion, sexual preference, or sexual orientation. .

At no time are employees of Nickels and Dimes Incorporated allowed to have, perform, or engage in any type of sexual relations, sexual acts, sexual deeds, or sex while in or on Nickels and Dimes Incorporated property or while on duty in any capacity for Nickels and Dimes Incorporated.

Violators of any these policies will be discharged immediately

PETS AND/OR ANIMALS

Employees are not allowed to have or bring pets or animals on to Company property.

ALCOHOL, CONTROLLED SUBSTANCES AND WEAPONS

Employees may not manufacture, dispense, possess, use, distribute, or be under the influence of any controlled substance or alcohol while on duty or while on Company property. Employees are not allowed to bring, carry, or possess weapons of any kind while on Company property.

NEWS MEDIA

If any member of the news media approaches you, you must contact the Home Office for authorization to speak with the media. Do not engage in any conversation or answer any questions about the Company, the Company procedures, Company equipment, or Company policies with any media organization. Forward all such inquiries to the Home Office. Photographs or videos of a Company store or its machines and interviewing of employees are not allowed, except when authorized by the Home Office.

CELL PHONES AND PAGERS

Employees are not allowed to carry or use cell phones and/or pagers while on duty on the Company store floors. This does not apply to employees above the rank of General Manager.

If you are selected for employment with Nickels and Dimes Incorporated you must also read the Company's "Employee Handbook and Manual". You will be expected to adhere to the Company policies stated in the manual and this letter. Failure to follow any of the Company's policies can result in your immediate discharge.

I, _____ HAVE READ AND UNDERSTAND THE POLICIES LISTED ABOVE AND I **DO / DO NOT** WISH TO APPLY FOR EMPLOYMENT WITH NICKELS AND DIMES INCORPORATED.

SIGNATURE

DATE