

THE COSMETICS COMPANY STORE (CCS-CS-ES)

IMAGE GUIDELINES

As an employee of The Cosmetics Company Store (which also includes the Company Store and the Employee Store), your image sends an important message to our customers and is a reflection of the portfolio of luxury and prestigious beauty brands that you represent for The Estée Lauder Companies. Image Guidelines and Expectations have been set to maintain “brand” consistency by all employees in all stores. These Image Guidelines and Expectations must be followed when representing The Cosmetics Company Store:

Image Guidelines and Expectations

Clothing and Shoes:

- Clothes must be professional, clean, pressed, and tailored. Stains, holes, and torn clothing is not acceptable.
- Solid navy blue on navy blue or black on black is acceptable (no faded navy or black).
- Trousers, pants, and slacks are acceptable. However, denim is not permitted unless for an approved theme day.
- Pant leggings may be worn when the top ¼ of the legging is covered by a shirt/blouse.
- Dresses and skirts are acceptable but may not be shorter than 3 inches above knee length.
- Sleeveless clothing must be worn with a shrug/sweater/blazer/jacket on top.
- An apron will be provided and must be worn while working.
- A Cosmetics Company Store name badge will be provided and must be worn while working.
- Shoes must be clean and in good repair. Shoes must be black/nude/tan/navy. Flats, pumps, heels, boots, and casual sneakers are acceptable.

Unacceptable clothing: shorts, plunging necklines, bare midriff, open back, and exposed shoulders.

Unacceptable shoe: sling-backs, open-toe sandals, slippers, and athletic sneakers.

Makeup, Skin Care, and Hair Care

Since we represent a portfolio of makeup, fragrance, skin care, and hair care brands, we encourage proper skin care as well as use of makeup and fragrance from our portfolio of brands. In addition to our employee discount, all new hires will receive a welcome gratis of products in their first week of employment at their home store.

- Hair must be clean and well-groomed.
 - Nails must be neat and clean.
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Other

- Please ensure you are mindful of personal hygiene at all times.
 - Employees who use tobacco products are not to have a recognizable odor of tobacco smoke while on duty, and all smoke breaks must be taken during official break and meal times.
 - Note: The Company will make reasonable accommodations for religious beliefs, disabilities, and other reasons, consistent with applicable law, unless doing so imposes an undue hardship. Requests for accommodations should be discussed with your Human Resources Business Partner.
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Customers look to you as a representative of The Estée Lauder Companies portfolio of brands, so it is highly important to take pride in your appearance and adhere to the above Image Guidelines and Expectations. Failure to do so could result in disciplinary action up to and including termination of employment.

**I have read and understand the above
Image Guidelines and Expectations and agree to
maintain and adhere to these standards.**

Employee Signature: _____ Date _____

Store Lead Signature: _____ Date _____