

## Walgreens Project Requirements

### General Requirements:

- Supplier will ensure that team establishes a break period that complies with the law and meets the needs of the Project.
- No reimbursable expenses of any kind will be paid to Service Provider unless pre-approved by Walgreen.
- All personnel will keep work areas clean and organized, at no time allowing equipment and/or supplies to collect in customer view.
- Project Coordinator's and Team Members will work with Store management prior to leaving to ensure work areas are safe and clean between shifts.
- All stockroom carts are to be emptied and returned to storage area prior to shift ending to be available for store use. Shopping Carts are reserved for the usage by our customers, and should never be used for conversion purposes.

### Name Badges:

- All Supplier personnel are required to wear permanent name badges. Lanyards or clip-on badges are acceptable. Stick on name badges will not be allowed. In the case of new personnel, a label can be created and placed in a lanyard or on a clip-on badge.
- If name badge issues persist in a route, Walgreen has the right to exercise a fine of \$5/day per person(s) in violation.

### Dress Code:

The following is acceptable dress attire and must be adhered to. Personnel which do not adhere to this dress code will be asked to leave the project and may only return if the infraction is corrected. All Walgreen Market Managers, Shift Managers, Store Managers, and Corporate employees visiting stores will be instructed to report details of any occurrence of Supplier personnel not adhering to the dress code to the Project Coordinator. It is the responsibility of Supplier to provide the Dress Code requirements and penalty information to its personnel prior to their arrival to the store.

- Casual slacks (Solid colors, no patterns)
- Collared shirts or t-shirts without graphics. Undershirts shall not contain graphics that are visible through collared short or t-shirt.
- Casual shoes (No open-toed, no heels)
- Clean tennis shoes are allowed; however, they must have no holes or extensive wear. Shoelaces must be tied.

The following dress attire is unacceptable and will not be tolerated:

- Jeans of any kind, calf-length pants, sweat pants, shorts, skirts, sweat suits, or dresses
- T-shirts (See exception above), tank tops, sweat shirts, spaghetti strapped shirts, or blouses
- Sandals, open-toed shoes, heels, or work boots
- Hats, bandanas, or any non-essential head coverings
- If dress code issues persist, Walgreen has the right to exercise a fine of \$20/day per person

### Cell Phones & Music Devices:

- Project Coordinators are allowed to utilize their cell phone/device for business purposes only
- Team Member Cell phone and music device usage will not be permitted inside Walgreen during scheduled work hours. Supplier personnel should not check their cell phones for messages etc. until their scheduled break times or lunch times off the sales floor. In case of an emergency, personnel should remove themselves from the sales floor. All Walgreen Market Managers, Shift Managers, Store Managers, and Corporate employees visiting stores will be instructed to report details of any occurrence of cell phone or music device use on the sales floor of any kind to the Project Coordinator. It is the responsibility of Supplier to provide these rules to its personnel prior to their arrival to the store. In the case of a true emergency, Supplier personnel can be reached by the store phone number in which they are working at.
- If cell phone / music device issues persist in a route, Walgreen has the right to exercise a fine of \$25/day/person.