



EMPLOYEE DRESS CODE

Attire and grooming are important and a professional appearance enhances an employee's effectiveness in providing superior service.

UNIFORMS

The company provides either dress shirts or golf shirts for all employees and pants/shorts for line employees. Instructors are expected to wear dress pants and all other employees are expected to wear non-jean pants appropriate for business. Dark belts are to be worn on pants with belt loops. Line personnel may wear company-issued shorts in summer. Pants and shorts are not to be worn below the waist. Customer service representatives and administrative or clerical personnel must always be dressed in business-appropriate attire, and jeans may not be worn.

Employees are required to be in uniform when clocking in and out for shifts. Employee uniforms should be neat, clean and pressed. Instructors are expected to wear dress shoes and socks. All employees are expected to wear shoes or boots with socks. Absolutely no sandals or open toed shoes. If a company hat is worn, it should be worn properly, and should also be kept clean. Clothing must always be consistent with a professional appearance.

Employees should not change into casual attire (for example workout clothes, jeans, shorts, t-shirts, flip flops) while at the workplace or when travelling if with the customer. As company representatives, employees should always be dressed in a professional manner while at the workplace, even on personal time.

GROOMING

Hair should be neat and above collar length for men. Longer hair may need to be tied back for safety reasons, and must be tied back for line and maintenance employees. Men should be clean-shaven or if beards are worn they must be acceptable to management, very neatly trimmed, with a defined shaven line and no neck stubble or hair. Beards are not permitted for pilots on flights where oxygen masks could be worn, including all flights in turbocharged aircraft capable of flight at or above 18,000 feet.

Tattoos may not be visible, and jewelry may not be worn while performing jobs where it might present a safety hazard. Piercings are not allowed with the exception of pierced ears for women.

FLIGHT OPERATIONS

Instructors must always be dressed in the instructor uniform for conducting flight training and pilot services and business casual clothes for events during travel.

Pilots should be mindful of environmental conditions for their planned flight and set an example for students by wearing suitable outerwear in case an unplanned landing occurs.

Management may make additional individual recommendations and other restrictions may be imposed to ensure high standards of safety and professionalism.

Employee Acceptance

I, _____, understand the Leading Edge Aviation Employee Dress Code and will follow the dress code.

Signed: _____

Date: _____