

2017 Essex Career Apparel Program On Site Associates



Essex Career Apparel

Essex takes pride in the professional manner by which it conducts business. This professionalism spans the entire company and includes all of our esteemed associates. Regardless of their role, every associate has a responsibility to uphold these professional standards with quality presentation. How you present yourself creates an impression on our clients and communicates the confidence you have in yourself and your team. Essex supports this effort by providing appropriate career apparel for all property associates.

Essex Property Trust and ICO are pleased to team up and present stylish apparel that meets the growing demands of our workforce and exceeds the expectations of our customers. ICO's design team has created a diverse line of styles that look and feel like clothing you'll find at the finest retailers. Their goal is to design clothing that's fashionable, yet timeless—with sizes and fits that meet the needs of all our associates.

New office team associates will be eligible and required to order their career apparel after completing 30 days of employment with Essex. Prior to receiving their apparel allowance, associates should dress in professional attire within the color guidelines. Each office team associate is required to adhere to our standards, which apply to any and all office associates, including management team members.



General Guidelines

- All Essex associates are required to adhere to the apparel standards each day that they report for duty.
- Any associate who does not meet the standards of the outlined policy will be subject to corrective action, which may include being required to leave the premises.
- Associates must maintain a professional appearance by wearing clean, pressed and appropriate clothing during working hours, which include trainings, meetings or conferences.
- A nametag is issued to each uniformed associate that must be worn daily in an obvious and readable position (e.g., placed on the upper right hand side of the front of the associate's shirt). Nametags are to be kept in good condition.
- All clothing issued to an associate is the associate's responsibility and is considered company property and should be returned upon termination of employment.
- Non-exempt associates will not be compensated for any work time missed due to failure to comply with this policy. Violations of this policy may result in disciplinary action, up to and including termination.



Annual Allowance

Standard Properties:

Full Time Office Associates: \$400 per year

Part Time Office Associates: \$200 per year

High Rise Properties:

Northern California:

- One South Market
- Mosso
- MB360
- Century Towers
- Fox Plaza
- The Grand

Southern California:

- 8th and Hope
- Skyline

Full Time Office Associates: \$600 per year

Part Time Office Associates: \$300 per year



Professional Appearance Standards

Nails and Make-up:

1. Hair (including styles and accessories) must appear neat, clean and professional. Unusual or distracting hair, styles and colors will not be permitted.
2. Fingernails must be clean and a modest length. Fingernail polish must be a professional. If open toed shoes are worn, toes must be well groomed and manicured.
3. Make-up must be appropriate for day wear only.

Tattoos and Jewelry:

1. Tattoos that are visible must not be on the face and must not contain profanity or be gang affiliated, offensive, or sexually suggestive, or they must be completely covered.
2. Any and all jewelry should be worn in a professional and tasteful manner.
3. Earring hoops no larger than 2" are acceptable.
4. Nose piercings are acceptable but are limited to 1 (one) stud no larger than 2mm. Hoops/Rings are not acceptable.
5. Ear gauge piercings are acceptable however flesh-colored plugs must be worn.
6. Visible body piercings other than those specified above are unacceptable.

Hygiene:

1. Associates must maintain a high level of personal hygiene, including cleanliness and odor control.
2. Fragrance must be used moderately.

Facial Hair:

Associates must be clean shaven however, beards, goatees and mustaches are acceptable and must be well groomed.

Care Instructions

Always read the label carefully for specific care instructions. Career Apparel is machine- washable in cold water, gentle cycle, and can be put in dryers at low heat or laid flat to dry. All pieces can also be dry-cleaned however excessive dry cleaning can break down the fibers off the garments. Please refer to the ICO website under Garment Care for detailed instructions.

All items are to be kept clean and free from stains, tears, etc. Each associate will be reimbursed for the dry cleaning (up to \$25 per month) of their ICO apparel through a submission of OOP with detailed receipts monthly. Please note that Essex will only reimburse the associate for one month of dry cleaning expenses. If the associate submits

cumulative expenses for periods greater than one month, the associate will only be reimbursed for the most current month's expenses

Approved Essex Apparel Color Palette

The following is the approved 2017 color palette offered by ICO Apparel. The purpose of limiting the colors is to ensure the Essex look is cohesive amongst all Associate and Communities. There are a variety of styles offered in the colors below in both sweaters, blouses and shirts in both men and women styles. Please refer to the website for more details.



CORE COLORS

1. Aquamarine
2. Black
3. Lavender
4. Peri-Blue
5. Soft Pink
6. Sunset Red
7. White
8. Storm Grey

Black Gingham



Navy Gingham



Discontinued Colors

We have discontinued some of the colors from our program for 2017 due to low sales. We understand that some Associates may have recently purchased these items in late 2016. Associates will be allowed to wear these colors through 2017. As of January 2018, these colors will not be permitted.

The discontinued colors:

Mango Tango

Berry

Violet

Ice Blue

Scarlet Red



Administrative (Standard Properties)

Female Associates

ICO Apparel Tops: Office team associates are provided apparel that may include: long- and short-sleeve button-down shirts, cardigan and shell combinations, sweaters. Associates are no longer allowed to wear their personal solid color or patterned blouses, sweaters. **All office associates are required to wear ICO apparel tops.**

Slacks/Skirts/Dresses: Black or Grey slacks, skirts and dresses are provided by the company however the Associates may wear their own pants or skirts as long as they are within the style and color standards Solid black, grey dress slacks, dresses and skirts may be worn if not purchased through ICO. All garments should be clean and tailored. Jeans, cropped, leggings, ultra-low rise, harem style pants and shorts are not acceptable.

Patterned slacks, dresses or skirts are not permitted. This include tweed, pinstripes, leopard or herringbone. Skirts must be no shorter than 2" above the knee, and no longer than 6" above the ankles. Slits in skirts should be no more than two inches (2") above the knee.

Blazers: Only ICO apparel blazers may be worn.

Neckwear: Accessory scarves may be worn as long as they are purchased through ICO Apparel. Outerwear scarves are not acceptable.

Dress belts: Belts with simple, conservative buckles that match the slacks are recommended but not required. Belts should not be larger than 2 1/2" in width.

Hosiery: Hosiery is optional, but if worn should be sheer (not opaque tights). Only solid neutral colors are permitted. (no patterns)

Shoes: Shoe heels must be professional and not exceed 3 ½ inches. Dress flats are acceptable however should provide support with a small heel. Ballet flats, sandals, sneakers, clogs, full platforms, and canvas slip on are not permitted. Open-toed styles are approved as long as toenails are well-groomed and manicured.

Please see Shoe Examples.

Maternity: ICO does offer maternity blouse options. If an Associate chooses to wear their own clothing due to the limited selections they must stay within the color guidelines. The company will reimburse the Associate up to the specified limit for that year with RPM approval. These purchases will be reimbursed through a submission of an expense report with a required receipt.

Outerwear: If weather requires outerwear, it should be a conservative, professional style. Items with logos are not permitted.

Administrative (Standard Properties)

Male Associates

ICO Apparel Shirts/Sweaters: Office team Associates are provided apparel that include long- and short-sleeve button-down dress shirts, polo style sweaters, and vests. Associates are allowed to choose the style and colors they prefer within the color standards. Patterned shirts are not permitted. All office associates are required to wear ICO shirts and sweaters.

Slacks/Suits: Solid Black or Grey slacks or suits are allowed. Slacks and suits are available through ICO however, an Associate may wear their own clothing as long as it is within the guidelines.

Dress belts: Belts with simple, conservative buckles that match the slacks are recommended but not required. Buckles should not be larger than 3" in width.

Dress Shoes: Dress shoes and boots should be leather and be in a neutral color. Sandals, sneakers, canvas slip on and athletic shoes are not permitted.

Please see Shoe Examples.

Neckwear: Ties may be worn if purchased through ICO. Outerwear scarves are not acceptable.

Outerwear: If weather requires outerwear, it should be a conservative, professional style. Jackets, coats, hats, or other apparel with logos other than Essex Property Trust are not permitted.

Administrative (High Rise Properties)

All Associates

Suiting Guidelines: If an associate works at a property that is classified a high rise, and approved by their Division Manager the allowance will be increased. (See Annual Allowance Section). The Associates at those specific properties will be required to wear suits offered by ICO Apparel in either black or grey. Suits must be worn in a monochromatic color scheme. *For example if an Associate is wearing black slacks they should wear a black blazer. Mixing grey and black is not permitted.*

Shirts/Blouses: Office team Associates are provided apparel that include long- and short-sleeve button-down dress shirts and blouses. Associates are allowed to choose the style and colors they prefer within the color standards. Patterned shirts are not permitted. All office associates are required to wear ICO shirts and blouses.

Shoes: Shoes must be professional and appropriate dress shoes. Female Associates heels should not exceed 3 ½ inches; open-toed styles are approved as long as toenails are well-groomed and manicured. Ballet flats, sandals, sneakers, clogs, full platforms, and canvas slip on are not permitted. ***Please see Shoe Examples.***

Neckwear: Male Associates must have a tie on at all times. Female Associates may choose to accessorize their suit with scarves if desired. All Ties and scarves must be purchased through ICO.

Dress belts: Belts with simple, conservative buckles that match the slacks are recommended but not required. Buckles should not be larger than 2 ½ inches in width.

How to Order Apparel

For onsite associates who are eligible after the annual roll out period, the Community Manager will submit a request for a gift card for the new associate. Once complete a log-in will be set up for the new associate and they can use their gift card to make purchases. It may take up to 4 weeks to receive the order. Corporate associates not on site may also order with approval of their Supervisor using their P-Card. Please refer to the Career Apparel page on Buzz for the Job Aid.



Need Assistance?

The following resources are available to assist you!

For program guideline questions please contact us at E-Apparel@essex.com

For inquiries about your order or for information on sizing please contact ICO directly at CS@icouniforms.com or call us toll-free: 1.888.380.5646 ext. 4.