

DRESS CODE POLICY

Introduction: Reasons for this Policy

(Company Name) encourages its employees to dress comfortably. However, it is critical that employees of (Company Name) maintain a professional appearance while in the workplace, or while attending company-sanctioned events offsite. As such, appropriate attire should be worn at all times, in keeping with recognized standards, in order to project a positive image.

All personnel shall dress in a manner commensurate with the designated responsibilities of their job roles or job area. (Company Name) reserves the right to prohibit any mode of dress or attire that may be deemed improper or inappropriate for conducting business, or is disruptive to the working environment

Policy Title	Dress Code Policy
Policy Owner	Human Resources, Line-of-Business Managers
Policy Approver(s)	Human Resources, Executive Team
Related Policies	Name other related enterprise policies both within or external to this policy.
Related Procedures	Name other related enterprise procedures both within or external to this policy.
Storage Location	Describe physical or digital location of copies of this policy.

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Effective Date	List the date that this policy went into effect.
Next Review Date	List the date that this policy must undergo review and update.

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Guidelines

The Company strives for professionalism in every aspect of its business. One very visible area is the personal appearance of all associates. Neatness, cleanliness and good personal health habits are very important to the success of the Company. The impressions created by these factors all serve to create our image. If associates have questions as to what is appropriate or not, they are encouraged to consult with their supervisor or HR Services.

Associates are expected to demonstrate good taste and judgment in wearing business-appropriate clothing.

Associates who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, associates will not be compensated for the time away from work.

Each supervisor and manager is responsible for monitoring the dress code, and it is every associate's responsibility to follow and abide by it.

Office Dress Code

Male workers are generally expected to wear slacks or dress pants with either a dress or sport shirt. A tie is not mandatory, but is recommended. It is acceptable to wear a dress or sport shirt without a tie.

Female workers are generally expected to wear dresses, skirts (no shorter than 3" above knee), slacks, dress pants and shirt, or a jacket/vest-coordinated suit. Please refrain from wearing any skirts, dresses, slacks, or pants that are tight fitting.

For employees who interact with clients and customers, even if only on an occasional basis or via the telephone, these workers must dress in business casual attire.

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Inappropriate Attire

The following items are in addition to the items listed in the anytime inappropriate attire list below:

- T-shirts, tank tops, sweat shirts
- Tennis or athletic shoes
- Jeans with holes or tears

Management Attire

Management may require a more specific dress code as appropriate.

Manufacturing Environment

Guidelines for Manufacturing Maintenance, Facilities and Distribution are listed below.

1. Full-length jeans/slacks and an appropriate work-shirt are required. T-shirts with advertising/pictures/ designs must be in good taste. Distribution management has the discretion to allow associates in Distribution to wear shorts and will communicate their guidelines.
2. Sportswear/athletic wear is not allowed.
3. For safety reasons, loose clothing should not be worn.
 - Sweatshirts/sweaters/etc., tied around the waist or neck or with hoods or drawstrings are not allowed.
 - Shirts that have tails must be worn tucked in.
4. Hair that extends past ear lobes must be tied back and up if possible or be secured under a hair net if department management deems it to be a hazard.
5. Watches and post/stud earrings may be worn. Other jewelry is not allowed (e.g., necklaces, bracelets, hoop earrings or facial jewelry).

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- Associates who are unable to remove rings, or who chose not to, are required to securely tape the rings to the fingers with Company-supplied tape.
- Manufacturing Maintenance and Facilities associates who may work on or near exposed, energized parts must use non-conductive tape.

Inappropriate Attire (Anytime)

- Tank/tube/halter/midriff/spaghetti strap or any other revealing tops/dresses
- Undershirt-type T-shirts
- Athletic sportswear (sports jerseys, or any items worn to play sports, etc.)
- Bib overalls
- Leggings and pants that are tight and form-fitting (unless worn with a skirt or dress)
- Sweat pants and jogging/wind suits or pajama pants
- Shorts of any length
- Mini or short skirts/jumpers/split skirts/dresses shorter than 3" above the knee
- Caps/hats
- Clothing with inappropriate logos, crude slogans, tacky pictures or are in poor taste
- Clothing that is too revealing, tight, short, baggy or oversized
- Any clothing items which are torn, stained or in poor condition
- Beach type sandals (including flip-flops) and slippers
- Crocs type footwear
- Extreme hairstyles, clothing and/or jewelry which does not present a businesslike appearance

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- Visible body piercings or art (i.e., facial and tongue piercings) other than pierced ears (moderate in number)
- Excessive cologne/perfume
- See-through, sheer, or mesh garments.
- Crop pants whose length is above the ankle.
- Mini-skirts or dresses more than 3" above knee length.
- Athletic shoes, running shoes, or tennis shoes.
- Beach sandals, flip-flops, or thongs.
- Hiking boots or military style boots.
- Baseball caps.
- Skin-tight or form fitting pants, dresses, or skirts.
- Any clothing that is worn, torn, frayed, or has visible patches or holes.
- Bare feet.
- Bathing suits.
- Any clothing that exposes the midriff.
- Halter tops or bra tops.
- Any undergarments worn as outer garments.

Personal Grooming

Men's hair should be off the shoulder and neatly groomed. Beards, mustaches, and goatees are allowed, but they must be neatly groomed. If wearing face PPE, facial hair is not permitted. All male employees are expected to meet this standard. Women's hair is to be neatly groomed also.

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All employees are expected to adhere to commonly accepted standards of personal hygiene and cleanliness.

Hygiene

(Company Name) employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness by bathing daily.
- Oral hygiene (brushing of teeth) required.
- Use deodorant / anti-perspirant to minimize body odors.
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- Clean and trimmed fingernails ($\frac{1}{4}$ inch long or less).
- Wash hands after eating, or using the restrooms.

Tattoos and Body Piercing

Employees with tattoos must cover them at all times while at work or company-sanctioned events. Body piercings, except for women's earrings, must be removed prior to coming in to work or attending company-sanctioned events.

Exceptions to Dress Code

1. Dress exceptions for those visiting the plant areas.

- Individuals wearing ties or scarves who do not stay in designated walk areas and who enter areas having equipment are required to place their ties/scarves inside shirts/blouses.
- Hair that extends past ear lobes must be tied back and up if possible or be secured under a hair net if department management deems it to be a hazard.

2. Information Systems

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- Computer technicians may wear jeans with Company uniform shirts (t-shirts are not permitted) and are required to wear safety shoes.
- Computer operations staff within Information Systems may follow the plant safety dress code guidelines or the office casual dress code guidelines.

3. Religion, Disability or Ethnicity

The Company will make reasonable accommodations for all personal appearance regulations directly related to an associate's religion, ethnicity or disability.

Dress Code Violations

(Company Name) understands that some violations of the Employee Dress Code may be beyond an employee's control (e.g. loss of home or belongings due to fire, etc.). Violations and corrective actions will be addressed on a case-by-case basis. However, the following rules shall apply in most situations:

1. **First offence:** The employee shall be warned by his or her supervisor and informed that further violations will escalate. A copy of the report shall be noted in the employee's performance report.
2. **Second offence:** The employee shall be referred to Human Resources. A written report of the outcome of the second warning shall be placed in the employee's personnel file, along with an attached copy of the first offence.
3. **Third offence:** Human Resources shall determine punitive actions, if warranted. These actions may include suspension of the employee's duties until he or she agrees to adhere to the Employee Dress Code.

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I hereby affirm that I have read and fully understand the above statements.

Employee Signature

Date

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Original filed in HR with copy to Manager and Employee

Revision History

Version	Change	Author	Date of Change

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