

Dress Policy

Policy No. 3020
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Approved by:

I. Policy

It is the policy of the Company to maintain an appropriate dress standard that contributes to the morale of all employees and properly reflects the business image [COMPANY]. wants to present to customers and visitors. Employees are expected to present a clean and neat appearance at all times and to dress according to the requirements of their position and level of involvement with customers and visitors.

II. Purpose

It is the Company's intent that work attire should complement an environment that reflects an efficient, orderly and professional organization. The purpose of this policy is to define appropriate attire to be worn during normal business hours.

The Company recognizes the growing popularity of business casual dress and the potential positive effects in boosting employee morale and creating a more comfortable work environment.

III. Scope

This policy applies to all full-time, part-time, temporary, and contingency salaried employees working at any [COMPANY] location.

IV. Definitions

The following defines four categories of attire:

1. Business Professional Attire

Attire appropriate for all occasions consisting of suits, ties, dress shirts, sport coats and dress slacks for men; dresses, skirts, dress slacks, pant suits, blazers, jackets, sweaters, and blouses for women. For more detailed information concerning appropriate business professional attire, see Appendix A.

2. Business Casual Attire

Attire appropriate for office daily wear consisting of dress or casual slacks and shirts, and/or sweaters for men; dress slacks, casual slacks, crops, capris, shorts, shirts and sweaters for women. For more detailed information concerning appropriate business casual attire, see Appendix B.

3. Casual Attire

Attire appropriate for declared "casual dress days" applying to all salaried employees consisting of casual or denim slacks or denims, casual or denim shirts, sweaters, sweatshirts, hoodies, fleece vests and jackets, and cargo pants. For more detailed information concerning appropriate casual attire, see Appendix C.

4. Inappropriate Attire

Attire that is deemed inappropriate to wear at any time during normal business hours. Some items of clothing deemed inappropriate to wear during normal business hours may be worn to the office on weekends or non-business hours as long as the attire is consistent with the general dress policy described in Section V. For more detailed information concerning inappropriate attire, see Appendix D.

V. General Dress Policy

The following represents the general policy for appropriate dress:

1. "Business casual dress", as defined in Appendix B, is the standard for normal working hours, except for "Casual Dress Days" as described in Section VII and defined in Appendix C. Wearing company logo shirts with collars is highly encouraged.
2. An office employee may always wear business professional dress at any time depending on personal preference.
3. Employees are expected to dress in clothing that is clean, neat and appropriate for the requirements of each of our roles and level of involvement with customers and visitors. Clothing that is tattered, torn, overly revealing, questionable in taste, or displaying offensive or inappropriate logos, slogans, or epithets is not permissible.
4. Body art or tattoos displaying inappropriate or offensive logos, slogans, or epithets must be covered.
5. Open-toed shoes or sandals may not be worn in production areas.
6. Employees representing the Company at conferences and off-site meetings will dress in accordance with dress specified; if not specified, appropriate dress is "business professional".
7. Employees who are representing the company while traveling and not in contact with customers or visitors are expected to use discretion in selecting their attire and should feel free to travel in comfortable, casual clothes.
8. It is the responsibility of the manager scheduling customer visits to determine the type of dress the customers will be wearing and advise affected employees concerning the appropriate dress for the customer visit. This will enable wearing of similar attire for customers and employees participating in visits and meetings.
9. Employees should not confuse club, beach or workout clothing with appropriate work attire. If there is a question about the appropriateness of attire, contact your supervisor for assistance.

VI. Dress Guidelines for Employee Groups

It is not the intention of the Company to require different dress policies for different employee groups; however, it is recognized that employee groups do have different functions and levels of contact with customers and visitors. It is highly encouraged that the following employee groups follow the dress guidelines below:

- Executives, Officers, Directors, Managers, Supervisors, Technical, Professional, and Administrative Employees (Office)

It is expected that all employees who normally work in an office dress in accordance with the "business casual" classification as defined in Appendix B. Employees should use good judgment based on their interaction with customers and visitors for when to dress in accordance with the "business professional" dress classification as defined in Appendix A. When the company declares "casual days" employees may dress in accordance with "casual dress" standards as defined in Appendix C.

- Managers, Supervisors, Technical, Professional, and Administrative Employees (Manufacturing facility)

It is expected that managers, supervisors, technical and professional employees whose primary office is located in a manufacturing environment dress in accordance

with the “casual dress” classification. Dress should take into consideration the work environment and safety requirements relative to working in the shop. An employee in this group may always wear business professional or business casual dress at any time depending on the needs of the business or personal preference. Administrative employees should wear clothing that is deemed appropriate for their work environment by both their supervisor and any applicable safety requirements.

VII. Casual Dress Days

The last working day prior to a regularly scheduled holiday (or group of consecutive holidays) and Fridays are designated as a casual dress day for all locations. The location Human Resources Manager may with the approval of the senior location manager, designate additional casual dress days and may make exception to this policy for special events. Supervisors will notify employees required to wear business professional or business casual on “casual dress days” as business needs require.

VIII. Responsibilities

Employees

The key point to sustaining an appropriate dress policy is the use of common sense and good judgment and applying a dress practice that the Company deems conducive to our business environment. If you question the appropriateness of your own attire, it probably isn't appropriate.

Supervisors

Implementation and maintenance of this policy is the responsibility of Company supervisory personnel.

Human Resources

Requests for advice and assistance in administering this policy should be directed to the local Human Resources Manager. Requests for interpreting this policy should be directed to the Vice President – Human Resources (Americas).

President / CEO

This policy may be continued, extended, revised or revoked at the sole discretion of the President & CEO.

IX. Compliance

If a salaried employee wears questionable attire to work, the respective department supervisor or manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the appropriateness of the attire. An employee may be asked to go home, change their attire, and report back to work. Repeat violations of this policy may result in disciplinary action.

X. Distribution

All salaried employees will be provided a copy of this policy. Questions concerning the policy should be directed to department supervisors or managers.

APPENDIX A – BUSINESS PROFESSIONAL ATTIRE

I. Purpose

The purpose of this appendix is to provide examples of appropriate “business professional attire”. This is done by listing typical types of dress and is supported with photographs illustrating this style of dress.

II. Appropriate Wear for Men

Suits
Sport coats
Dress slacks
Dress shirts
Ties
Socks
Dress shoes



III. Appropriate Wear for Women

Dresses (3” or less above knee)
Suits
Pant suits (ankle length)
Dress slacks (ankle length)
Tailored, loose fitting Crops or Capris
(below knee length)
Skirts (3” or less above the knee to include slits)
Blouses
Sweaters
Jackets and Blazers
Dress shoes
Dress boots



APPENDIX B – BUSINESS CASUAL ATTIRE

I. Purpose

The purpose of this appendix is to provide examples of appropriate “business casual attire”. This is done by listing typical types of dress and is supported with photographs illustrating this style of dress.

II. Appropriate Wear for Men

Slacks, chinos (Dockers style), corduroys
 Turtlenecks (real or mock)
 Golf and dress shirts
 Company logo shirts (highly encouraged)
 Sweaters
 Socks
 Loafers or casual shoes
 (except for athletic, tennis shoes or crocs)



III. Appropriate Wear for Women

Casual slacks, chinos, corduroy's
 Non-denim crops or capris (excludes cargo pants)
 Skorts (3" or less above the knee)
 Sweaters
 Shirts or Blouses
 * (Sleeveless apparel and sheer or see-through tops must not expose any part of an undergarment.)
 Leggings worn with shirt, dress or skirt (3" or less above knee)
 Golf and dress shirts
 Company logo shirts (highly encouraged)
 Loafers or casual shoes (except for athletic, tennis shoes or crocs)
 Sandals (dress, wedge, slide)



* Please refer to *Inappropriate Attire in Appendix D*



APPENDIX C – CASUAL ATTIRE

I. Purpose

The purpose of this appendix is to provide examples of appropriate “casual attire”. This is done by listing typical types of dress and is supported with photographs illustrating this style of dress.

II. Appropriate Wear

- Denims (pants, shirts, jackets)
- Flannel or casual shirts
- Cargo Pants
- Company logo shirts (highly encouraged)
- Non-collared shirts
- Jersey shirts
- Sweatshirts
- Hooded shirts and jackets
- Fleece vests and jackets
- Athletic, tennis, boat shoes, sandals
- Boots (casual, hiking, cowboy)



APPENDIX D – INAPPROPRIATE ATTIRE

I. Purpose

The purpose of this appendix is to provide examples of “inappropriate attire” which may not be worn at any time during normal business hours. Wearing such apparel to work would be considered a violation of the Company’s dress policy.

II. Inappropriate Wear for Men

Graphic T-shirts
Sleeveless shirts
Shorts
Tattered, torn or revealing clothing
Bib overalls
Hats, caps, bandanas
Tight-fitting attire such as Spandex, Lycra
Beach wear
Underwear worn as outerwear
Workout clothes
Sweat pants or overly baggy pants
Flip flops
Thong sandals
Any clothing with questionable or offensive logos, slogans, or epithets

III. Inappropriate Wear for Women

Graphic T-shirts
Shorts
Mini skirts
Tattered, torn, or revealing clothing
Halter tops
Tank or spaghetti strap tops– unless worn under appropriate attire such as non-sheer shirt/blouse, blazer, sweater or jacket
Tops which expose midriff
Low-cut blouses
Sheer and see-through tops that reveal undergarment - unless worn with appropriate attire such as shirt/blouse, blazer, sweater or jacket
Underwear worn as outerwear
Bib overalls
Spandex, Lycra or other tight-fitting attire
Hats, caps, bandanas
Beach wear
Workout clothes
Sweat pants, overly baggy pants
Flip flops
Any clothing with questionable or offensive logos, slogans, or epithets

APPENDIX D – INAPPROPRIATE ATTIRE

