
Subject : Appearance

Ownership : Employee Relations

Updated : April 2013

Policy Number : 215-1C

PURPOSE

This policy provides guidance on the Company's expectations that employees dress in a work-appropriate manner.

SCOPE

All employees in all divisions. This policy is subject to all terms and conditions of the Company Policy Manual.

RESPONSIBILITY

Employees

Employees are expected to be familiar with and to comply with this policy.

Management

It is management's responsibility to:

- Make sure that all employees understand the specific dress requirements for the department or location; and
- Be prepared to take immediate constructive counseling action when necessary to enforce this policy.

Human Resources

It is the Human Resources representative's responsibility to be familiar with the policy to ensure compliance, and to provide guidance

PROCEDURAL GUIDELINES

The Company expects its employees to project a professional image at all times. Therefore, employees should always be well groomed and dressed appropriately for the situation and setting.

Each unit should establish and communicate to employees its specific dress and grooming guidelines, including whether uniforms are required. Any questions about how to structure and enforce these guidelines should be addressed with the District Manager or the appropriate Human Resources representative.

Uniforms: Uniforms furnished by the Company are considered Company property and should not be worn or carried off the premises without prior approval from a manager.

Inappropriate Dress: If an employee comes to work inappropriately dressed, the employee should:

- Be sent home;
- Be directed to return to work in proper attire; and
- Not be compensated for the time away from work.