

5.3 Dress Code

Employees must wear uniforms and safety clothing as directed by the Company (i.e., close-toed shoes and high visibility vests). Otherwise, Employees are otherwise expected to dress in an acceptable, professional manner, and to dress according to the requirements of their positions. Clothing must be clean, neat, in good repair, not pose a significant safety problem and be appropriate for the assigned duties. The Company is a collection of professionals and all employees are required to dress accordingly. The employee badge must be visible and worn on the company provided lanyard at all times. In periods of cold weather, you may wear appropriate clothing but jackets, or “hoodies” with a hood will not be worn while on duty for safety reasons.

Tattoos, if visible, must not draw undue attention to the individual, as determined solely in the discretion of the Company’s Administrator. As needed, any such tattoos should be covered.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must be close-toed, provide safe, secure footing, and offer protection against hazards.
- Revealing clothing is not allowed.
- Undergarments must not be seen through clothing.
- Pants/shorts must be worn at an appropriate level and must not reveal your undergarments.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.

Hats or caps should not be worn unless it is part of an authorized uniform.

Hair should be neat and styled in a manner that will not interfere with your straight ahead or side vision.

Fingernails must be kept short- should not extend more than ¼ inch beyond the end of the fingers.

Beards must be kept short and neatly trimmed. We work with the public and must maintain a professional appearance.

Uniforms: Employees who are expected to wear uniforms are responsible for providing and maintaining them. Employees are expected to maintain their uniforms in an acceptable condition. Uniforms should always be clean.

Identification Badges: All employees are required to wear name badges which are not defaced, above the waist, visible to customers at all times while on duty. ID badges are provided upon employment at no charge and must be worn on the company provided lanyard. Lost or damaged badges must be replaced immediately at a cost to the employee. Approved company pins; buttons and stickers can be worn but should not be worn on ID badges in such a manner as to hinder the appearance of the information or picture on the badge.

Consult your supervisor or the Company's Administrator if you have questions as to what constitutes appropriate attire.

A. Facial Hair

1. Mustaches will be neatly trimmed and will not extend ½" below or beyond the corners of the mouth.
2. Lip beards will be centered on the bottom edge of the lip, no more than ½" in width and will not extend more than ½" downward providing a professional appearance.
- B. 3. Sideburns will not extend below the lowest part of the ear and will end with a trimmed clean-shaven line providing a professional appearance.

1. Personnel will be permitted to wear beards and goatees, provided that they are neatly trimmed close to the face with no patches and do not exceed ¼" in length (6mm); the beard will be trimmed above the neckline (Adam's apple) in a clean line.

C. Hair

1. Hair will be neat, clean and well-groomed at all times and must not interfere with the performance of duty.
2. Hair will be of a color naturally occurring in humans.
3. Mohawks, shaved designs, or extreme hairstyles are not permitted.

D. Jewelry that detracts from a professional appearance within a business environment will not be permitted.

E. Fingernails that detract from the performance of official job duties will not be permitted.

F. Cosmetics are permitted and are to be worn in conservative amounts and colors.

G. Body art and tattoos will be permitted as long as each image is socially acceptable to a reasonable person and not personally offensive on the basis of race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, sexual orientation, etc.