DRESS CODE POLICY

**General Rule.**  Employees’ personal appearance and hygiene are important both to Employees and the Company.  Employees are expected to maintain a good personal appearance and to give consideration to neatness and cleanliness.  Employees should always dress in a manner befitting the job, with due consideration to the needs of the Company, other Employees, and safety.

**Clothing Requirements.** An Employee’s clothing should always be in keeping with customary acceptable attire for the workplace and meeting with customers, clients, and the public. Clothing that is not allowed to be worn by Employees while working includes, but is not limited to, the following:

* tattered jeans or shorts
* tattered shirts
* shirts with language or graphics that are vulgar, sexually explicit, or may otherwise be offensive
* attire that is revealing or provocative
* flip-flops or any type of loose footwear
* see-through blouses or shirts
* sports bras, halter tops, or similar attire
* tank tops
* clothing that allows bare midriffs

**Jewelry/ Piercings/ Tattoos/ Perfume.** Jewelry must be kept to a minimum with limited visible body piercing and tattoos.  Perfume should be worn conservatively.

**Protective Clothing:** Safety glasses are required on the manufacturing floor. Eyewear needs to be of the poly-carbonate material for standard safety glasses. Steel toe shoes are required for employees working in shipping and in the pipe shop. Flammable material clothing is not acceptable.

**Accommodation.** In the event that the above policy causes religious concerns or concerns based upon any other legally protected class, please contact the Human Resource Department to discuss an appropriate religious accommodation.