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| Title: Dress Code Policy | No. 14.0 | Page 1 of 1 |
| Cancels & Supersedes: Dress Policy in Employee Handbook | Effective Date: January 1, 2008 | |

INTRODUCTION

Giles Chemical considers it very important that you are well groomed, neat, and dress appropriately for your job function and, while we trust each employee's common sense and good judgment, a dress code must be followed that is appropriate for the work environment. To create this image, Giles Chemical has adopted a Dress Code Policy. This policy applies to all personnel.

I. PURPOSE

The purpose of this policy is to promote a positive company image to our customers, both internally and externally by appropriate dress and personal hygiene.

II. SCOPE

Choose clothing that communicates professionalism. Keep your workday schedule into account when you are dressing. Business attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment.

III. POLICY

Proper appearance from all staff is expected.

- Any employee who performs any work assignments in the Plant or Repack must wear safety shoes. Closed-toed shoes are required in the Plant and/or at Repack, (whether employees are visiting or working in this area.) Some departments may require the use of hair and beard nets, gloves, lab coats, etc. Other "personal protective equipment" will be used as required.
- All clothing should be clean and neat in appearance and without tears or holes. Personal appearance, good hygiene and acceptable clothing are important to our work practices.
- Clothing should be free of sexually related references, foul language, or suggest or promote the use of illegal drugs. Obscene or distasteful words or artwork will not be permitted on hats or clothing.
- Clothing, to include jewelry and hair, should not be loose or dangle in such a way that it creates a safety hazard.
- Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
- Appropriate apparel includes, but is not limited to slacks, khakis, jeans, sport shirts, polo and cotton shirts, golf shirts, skirts and dresses, denim skirts, walking shorts, turtlenecks, sweaters, loafers, and sandals. Tee shirts and sweatshirts without offensive slogans or pictures can be worn.
- The following clothing is NOT ACCEPTABLE: spandex; bare feet; pants, shorts, or skirts worn below the waistline; hats in the office environment; clothing with profanity, nude or semi-nude pictures; sexually suggestive slogans, or cartoons; the observable lack of undergarments and exposed undergarments.
- Long hair is acceptable if it is groomed or mustaches and beards if they are kept trimmed.
- Plant employees with long hair may not wear it loose but must keep it covered or protected.

COMPLIANCE

Managers are responsible for ensuring their departmental personnel are in compliance. Where an employee's clothing is questionable, the Manager has first discretion and will follow the normal chain of command. If the appearance is "unduly distracting" or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.