**The following regulations will become effective Monday, August 6, 2012 and enforced using Giles Disciplinary Policy.**

1. **Hair Nets**: Hair nets shall be worn to cover all hair. Loose hair including bangs will not be permitted and must be tucked inside the hair net. Ball caps are allowed with the hair net worn over or under the cap as long as all hair is inside the hair net. Hair nets shall be donned before entering the production floor.
2. **No Jewelry**: Jewelry is not permitted while working on or with product and/or equipment. This includes, but is not limited to, watches, rings, bracelets, earrings, and necklaces. The only exception will be that a wedding band may be covered by a glove.
3. **No Gum, Tobacco, Candy:** No food or tobacco products are allowed in work areas. Capped water bottles are permitted.
4. **No Cell Phones**: Cell phones shall not be permitted in work areas. Cell phone usage should be only during breaks, lunch time, or emergencies. The only exceptions to this rule are management, expediters and in pre-approved circumstances. For further details see Human Resources Telephone Policy.
5. **No Music Players**: Personal music listening devices are not allowed. Radios are allowed as long as the volume does not present a quality and/or safety hazard. Management will determine an acceptable volume.
6. **Compressed Air**: Compressed air shall not be used for cleaning of clothes or blowing off any part of the body.
7. **Work Area Cleaning**: Your work area shall be kept clean and organized in order to prevent a safety hazard.
8. **Common Areas**: All common areas (bathrooms, break area, passages, etc) shall be treated as if it is your home and kept clean because this is ***Our House***. Please be respectful to your teammates and clean up after yourself. Utility operators should also clean up debris (wood pieces, shrink wrap, slip sheets, etc.) that is associated with bringing or taking materials from the work areas and warehouses.
9. **Employee Breaks**: Employees are required to clock out if they leave premises during their break period.
10. **Safety Glasses**: Safety glasses or eye glasses with side shields must be worn. Glasses shall be donned before entering the production floor.
11. **Steel Toe Shoes:** Steel toe shoes or shoes with safety toe guards must be worn. Shoes shall be donned before entering the production floor.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Revision  Number | Revision  Date | Effective  Date | Revision  Author | Quality  Approval | Production Approval | Revision Description |
| 00 | 7/8/11 | 7/8/11 | Monte Plott | Deborah Durbin | Matt Haynes | New Document |
| 01 | 10/12/11 | 10/12/11 | Stacy Lindsey | Deborah Durbin | Monte Plott | Add Break Policy and Jewelry |
| 02 | 7/25/12 | 8/6/12 | DD, RH, IB, KH | Deborah Durbin | Monte Plott | Revision of multiple items |
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