

## **Field Sales Guidelines for Dress and Appearance**

### **Applicable to:**

All Field Sales Employees

### **Purpose:**

As a Boehringer Ingelheim Pharmaceuticals, Inc., Field Sales employee, you are our representative to the public, and your appearance should reflect the Company's professional image. Cleanliness, neatness, good personal hygiene and appropriate dress are expected of Field Sales employees at all times.

### **General Guidelines for Everyone:**

Employees are expected to exercise good judgment in choosing the appropriate attire during business hours or when representing the Company. The Company recognizes that the level of formality depends, to some extent, on each employee's position and scheduled activities. In particular, the Company expects all Field Sales employees to wear business formal clothing when making field sales calls or otherwise meeting with customers. For business meetings and other internal events, employees will be notified prior to the event as to the acceptable attire for the event (i.e., Business Dress, Business Casual, or Casual).

The following clothing is **NOT ACCEPTABLE** at any time:

- Spandex
- Bare feet
- Sexually provocative clothing
- Clothing of any kind promoting competitor products
- Hats in the office environment
- Clothing with profanity, nude or semi-nude pictures
- Clothing with sexually or racially suggestive slogans, cartoons or drawings
- An observable lack of undergarments or exposed undergarments
- Stilettos

- Bare midriff shirts/tops

### Compliance:

District Managers and Regional Directors are responsible for ensuring their employees are in compliance. Managers reserve the right to send any person who violates any part of the dress code home to change clothes. PTO (Paid Time Off) must be used for any time off work required in order to change clothes. Where an employee's clothing is questionable, the District Manager or Regional Director has first discretion and will follow the normal chain of command. If you wish to report non-compliance with this Dress Code, please report it to your District Manager.

### Miscellaneous:

The following examples of the clothing considered to be appropriate for work is provided for illustrative purposes only and is not all-inclusive. Common sense should be used in determining appropriate attire for work, as it is impossible to list every item of clothing that is inappropriate for work. When in doubt, err on the side of being more formal.

	Acceptable	Unacceptable
<b>Men Formal Business Attire</b>	Dress pants, Dress Shirts (tucked in), Blazer/Sport Coat, Tie, Business Suit, Loafers or Dress Shoes with Socks	Khakis, Corduroy, Jeans, Shorts, Cotton or Nylon Sweatpants, Leather Pants, Athletic Attire, Pullovers, Sweater with Collared Shirt or Turtleneck, Polo-type Shirts, Tank Tops, Sweatshirts, T-Shirts, Sleeveless Shirts, Athletic Shoes, Work Boots, Sandals, Boat/Deck Shoes, Flip Flops, Hiking Boots, Hiking Sandals
<b>Men Business Casual Attire</b>	Dress Pants, Khakis, Corduroy, Pullovers, Dress Shirts, Sweater with Collared Shirt or Turtleneck, Polo-type shirts, Blazer/Sport Coat; Loafers or Dress Shoes with Socks, Boat/Deck Shoes	Jeans, Shorts, Cotton or Nylon Sweatpants, Leather Pants, Athletic Attire, Shorts, Sweatshirts, T-Shirts, Sleeveless Shirts, Athletic Shoes, Work Boots, Sandals, Flip Flops, Hiking Boots, Hiking Sandals
<b>Men Casual Attire</b>	Jeans in good condition, Dress Pants, Khakis, Corduroy, Pullovers, Dress Shirts, Sweater with Collared Shirt or Turtleneck, Polo-type shirts, Blazer/Sport Coat; Loafers or Dress Shoes, Boat/Deck Shoes, Tennis Shoes in good condition, Sandals, Hiking Sandals	Ripped or torn Jeans, Shorts, Cotton or Nylon Sweatpants, Leather Pants, Athletic Attire, Sweatshirts, T-Shirts, Sleeveless Shirts, Work Boots, Flip Flops, Hiking Boots
<b>Women Formal Business Attire</b>	Pant Suits, Skirts or Dresses (should be no more than 3 inches above the knee), Blouses (tucked in), Sweaters, Dress Jackets, Business Suit, Tank Tops and Sleeveless Shirts are acceptable if accompanied by a Dress Jacket, Dress Shoes with or without heel, Loafers, Slides, Boots (only if worn with Dress Pants or long skirts)	Khakis, Corduroy, Jeans, Shorts, Cotton or Nylon Sweatpants, Leather Pants or Skirts, Athletic Attire, Dress Skorts, Capri Pants, Sweatpants, Stretch Pants, Leggings, Stirrups, Polo-type Shirts, Tank Tops, Sweatshirts, T-Shirts, Halter Tops, Spaghetti Straps, Short/Crop Tops (skin must not show), Athletic Shoes, Work Boots, Sandals, Boat/Deck Shoes, Flip Flops, Hiking Boots, Hiking Sandals, Open Toed Shoes, Stilettos

<p><b>Women Business Casual Attire</b></p>	<p>Dress Pants, Khakis, Capri Pants, Corduroy, Skirts or Dresses (no more than 3 inches above the knee), Blouses, Sweaters, Polo-type Shirts, Dress Jackets, Tank Tops and Sleeveless Shirts are acceptable if worn with a Dress Jacket or Sweater, Dress Shoes with or without heel, Loafers, Slides, Dress Sandals, Boat/Deck Shoes</p>	<p>Dress Skorts, Jeans, Shorts, Athletic Attire, Stretch Pants, Legging, Leather Pants or Skirts, Cotton or Nylon Sweatpants, Tank Tops, Sweatshirts, T-Shirts, Halter Tops, Spaghetti Straps, Short/Crop Tops (skin must not show), Athletic Shoes, Work Boots, Flip Flops, Hiking Boots, Hiking Sandals, Stilettos</p>
<p><b>Women Casual Attire</b></p>	<p>Jeans in good condition, Dress Pants, Capri Pants, Khakis, Corduroy, Skirts or Dresses (no more than 3 inches above the knee), Shorts and Skorts are acceptable as long as they are not short-shorts, Blouses, Sweaters, Polo-type Shirts, Dress Jackets, Tank Tops and Sleeveless Shirts are acceptable if worn with a Jacket, Dress Shoes with or without heel, Loafers, Slides, Boat/Deck Shoes, Tennis shoes in good condition, Sandals</p>	<p>Ripped or torn Jeans, Mini Skirts, Athletic Attire, Stretch Pants, Legging, Leather Pants or Skirts, Stirrups, Cotton or Nylon Sweatpants, Tank Tops, Sweatshirts, T-Shirts, Halter Tops, Spaghetti Straps, Short/Crop Tops (skin must not show), Work Boots, Flip Flops, Hiking Boots, Stilettos</p>