

ATTIRE STANDARDS

Employees are expected to adhere to the business attire standards for their job. The Company is concerned with the safety of our employees, maintaining a productive work environment, and projecting our image appropriately to our customers.

All Employees

All employees are held to the standard of conservative professional attire and good grooming. Overly provocative clothing, overly recreational clothing, extremes in clothing, jewelry or grooming are prohibited. The company reserves the right to send an employee home to change attire if his/her attire or grooming is considered inappropriate. Company logo clothing should always be clean and pressed, if necessary.

Plant Employees

Safety is our primary concern for our plant employees. The following standards apply:

- Company uniform must be worn if available
- Closed toe shoes only to minimize injury
- Long hair must be pulled back to eliminate getting tangled or caught in the equipment
- No loose jewelry that might get caught in machinery
- Heads must be appropriately covered in the plant environment. If a cap is worn, the Company logo will be required, with the bill worn forward.
- In certain positions in the plant, fake nails, rings, necklaces or other designated jewelry may not be allowed.

Plant Management

- Company logo apparel is always recommended and preferred.
- For men, collared shirts and long pants are required.

Route Drivers

Route Drivers represent the Company to the public, and must well reflect our company's image.

- Either the Company collared shirt or the Company Polo Shirt
- Shirts must be tucked in
- A belt must be worn
- Longer length shorts may be worn
- Athletic shoes may be worn, black preferred
- Socks must be white or beige, short in length
- If a cap is worn, the Company logo is required, with the bill worn forward.
- Small, conservative earrings (no more than one per lobe) are allowed. No other visible body jewelry is allowed.

Office Personnel

Business casual, as opposed to "recreational" dress is appropriate.

- Jeans may be worn occasionally, but is not preferred. If jeans are worn, they must reflect a business casual look.
- Casual shorts are not allowed
- Logo T-shirts (other than Company) are not allowed.
- Certain office positions may require more conservative business attire, depending upon the level of contact with the public.

Outside Sales and Service

Outside Sales and Service employees project our company's image to our customers and must reflect a conservative and professional business appearance, as opposed to business-casual.

- Company logo clothing is recommended.
- Accessories should be worn in moderation keeping with business conservative standards

General Manager/Executive

GMs and Executives are expected to utilize sound judgment in selecting attire. Non-casual, formal business attire may be required for formal business meetings. For all other situations:

- Company logo apparel is always recommended and preferred.
- For men, collared shirts are required.

Please ask your supervisor if you need further clarification about any attire issue. Management reserves the right to determine appropriateness of grooming and attire, and to amend this policy as needed.