



## 7.4 Personal Appearance

1. The presentation of the Company image to its customers, business partners and the public is extremely important. It is expected that employees dress in a manner that is consistent with professional good taste and appropriate for the department and the job they perform.
2. It is recognized that certain job requirements, or individual choice, may favor more traditional business dress while other jobs may allow for or require uniforms, work clothes, or personal protective equipment to meet standardization or safety requirements. In some cases, employees may need to maintain a clean-shaven appearance to ensure proper use of personal protective (PPE) or emergency respirator equipment.
3. In the absence of specific guidelines, employees are expected to use good judgment in presenting a business-like appearance to the Company's customers, visitors, and colleagues, and in dressing more formally on business occasions when appropriate. Guidelines can never be written to cover all circumstances and address all business needs. Outside of directives, the best guideline as to what is appropriate is to use common sense.

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