

Carleton Life Support Systems - Human Resources Policy

Subject: Dress Code

Policy Number: 5.1.1

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A. Policy Statement

CLSS employees' work attire should compliment an environment that reflects an efficient, orderly and professionally operated division of Cobham plc. Weekend attire, provocative attire and offensive attire are not acceptable. Employees' attire at work should not compromise their safety or the safety of others.

B. "Business Casual" for Office Workers

It is important that you maintain a neat, well groomed, and pleasing personal appearance at all times. All employees are expected to dress appropriately for their jobs. Proper work attire includes skirts and pants and clothing that covers the back, shoulders and midriff. Pierced earrings worn in the ears are acceptable for both sexes. Pierced jewelry worn visibly elsewhere on your body is unacceptable.

The minimum acceptable standard of dress for those who work in offices is "Business Casual." Employees should always reflect the professionalism of their positions. Business Casual attire is not permitted when meeting with customers, corporate visitors to the plant or on other occasions when a "coat and tie" are required.

1. Men – slacks, trousers or pants worn with a collared woven or knit shirt. Sweaters or vests worn over a shirt are also acceptable. Loafers are acceptable; athletic shoes are not. Socks must be worn at all times.
2. Women – skirts should be no shorter than just above the knee. Slacks, trousers or pants should be loose fitting. Heels should be no higher than 2". Low heeled shoes or loafers are acceptable; athletic shoes are not. Socks or hosiery must be worn at all times. Undergarments should not be visible through or outside clothing.
3. Unacceptable clothing – blue jeans, tee shirts, athletic shoes, short skirts, tank tops, shorts, sweat clothes (including sweat shirts), warm up suits, stirrup pants or leggings are not appropriate work attire. Revealing or skintight clothing is not acceptable. The clothing you wear to work should be in good condition. It should not be faded, stained, discolored, torn, patched, frayed or missing buttons. No athletic shoes, clogs, platform shoes, canvas shoes, spike heels, or sandals are permitted. Weekend attire in general is not permitted.
4. At work, after hours – office workers in the building after 4:30 p.m. or on weekends may wear jeans, shorts, tee shirts, and athletic shoes. It is also acceptable for employees to change into athletic wear following the conclusion of their workday, prior to leaving the building.

C. “Production Casual” for the Production Area

Some CLSS jobs (i.e. in engineering labs or those typical for hourly employees) are often hard on employees’ clothes. In those instances a different standard of work attire is appropriate. Production casual for salaried employees depends on your work assignment and requires Director approval.

Technicians & Production Employees – Employees in these jobs should dress in a safe manner in clothing appropriate for their work. Blue jeans and tee shirts are permitted. Tee shirts that convey offensive messages are not permitted. Employees should begin their workday wearing clean clothes that are free of tears or holes. Shorts, “hot pants,” bare midribs, and tank tops are not permitted. No clogs, platform shoes, spike heels, sandals, or open-toed shoes are permitted anywhere in the shop. Safety shoes are required in designated areas.

D. Safety

1. Safety glasses are required in designated areas throughout the facility. Areas requiring eye protection are clearly posted with specific requirements. Non-prescription safety glasses may be obtained from your supervisor. Prescription safety glasses may be purchased at a discount.
2. As noted above, safety shoes are required for designated jobs. For safety reasons, all production areas require foot protection to cover the entire foot and heels are to be no higher than one inch.
3. Special considerations for those who work with or near machinery - hair length that falls below the base of the neck or covers the eyes must be contained by a hair net, bandana, or clasp to hold the hair close to the head. Beards or goatees longer than 1½ inches require an approved beard guard. Any jewelry that dangles or that COULD get caught in a machine is not permitted. This includes rings worn on the fingers or in the ears. Loose clothing is not permitted.
4. Additional clothing/equipment may be required depending on the job.

E. Management Example

All levels of management are expected to set the example for this policy. All levels of management are expected to ensure that their direct reports dress properly for visitors, guests to the plant and for other occasions that require a standard greater than “business casual.” Management is also expected to exercise sound judgment with respect to enforcing and supporting this policy.

F. Enforcement

Enforcement of this policy is the responsibility of all levels of management. Management reserves the right to counsel employees, require that smocks be worn to cover improper attire, send employees home, and ultimately discharge employees for continued violations.

G. Exceptions

This policy may be waived under certain conditions. The HR Department should be consulted for approval of special requests.