



## **Dress Code and Jewelry Policy**

**PURPOSE:** To uphold the Southwire standard of professionalism and to establish standards for work attire in an effort to avoid on-the-job injuries such as getting caught in and/or pulled into moving equipment such as belts, pulleys, ropes, or other pinch points.

**SCOPE:** This applies to all 12 FL team members, students, contractors, and visitors.

## **CLOTHING AND JEWELRY POLICY**

### **Shirts**

- Must cover the entire back.
- Must be tucked in when on the production floor. Sweatshirts/pullovers with snug waistbands are not required to be tucked in.
- Must cover the entire midriff area (i.e., bottom of the shirt must always meet the top of the lower attire).
- Must not be see-through.
- Must fit so that the neckline **DOES NOT** expose any cleavage.
- Must cover the shoulders.
- Hoodies are not permitted. Tucking the hood of a sweatshirt in to comply with this dress code is not permitted.

### **Shorts/Pants**

- Shorts should not be more than 3 inches above the knee.
- Shorts/Pants should **ALWAYS** cover undergarments.
- Leggings, jeggings, yoga pants, body suits, biker shorts, or spandex clothing are not permitted.
- Shorts/Pants cannot have rips, holes, strings, or frayed pieces.
- Shorts/Pants must be worn at the waist. In the event the shorts/pants are loose, a belt must be worn.
- Pants with drawstrings are not permitted.

### **Other:**

- All Team Members must wear proper undergarments.
- Undergarments should not be visible at any time.
- Pajamas are not permitted.
- Ripped, cutout or torn clothing, including articles with large and/or numerous holes exposing bare skin is not permitted. Clothing that displays inappropriate messages or images is not permitted. Inappropriate includes but is not limited to: abusive substances, tobacco products, alcohol, sex, violence, or vulgar content.



- Jewelry presents entanglement hazards (i.e., rings, bracelets, watches, smart watches, necklaces, and lanyards) and therefore is not permitted. Earring studs and medical emergency bracelets that are not fully enclosed are allowed.
- Open ear gauges are not permitted.
- Excessively tight clothing is not permitted.
- Fingernails cannot have more than ½ inch of nail length from the tip of the finger.
- False lashes should not impede the proper fit of eye protection.

### HAIR LENGTH POLICY

1. Hair lengths extending below the bottom of the normal shirt collar must be contained by tying AND/OR tucking underneath a cap, hard hat, hair net, or other suitable head covering when working in an area of rotating or moving equipment.
2. Facial hair must be kept short and/or close to the face. Facial hair exceeding 3 inches away from chin must be pulled up to chin.

### REQUIRED PPE at 12 for Life:

- Steel toe shoes
- Eye Protection
- Ear Protection
- Gloves
- Other PPE may be required based on job requirements. **REFERENCES**  
OSHA Standard 29 CFR 1910.132-140: Personal protective equipment.

### REVISION LOG (track changes, change dates, originator of change)

<u>Date</u>	<u>Section</u>	<u>Originator</u>	<u>Comments</u>
1/4/2016	All Sections	Keenan Mabrey	Annual Review
8/9/2023	All Sections	Christina Godfrey Hiler	Annual Review

Student Signature \_\_\_\_\_

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

Parent/Guardian \_\_\_\_\_

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