

Safe Harbor

Dress and Grooming Policy

Description

Safe Harbor is committed to providing a safe, non-offensive work environment for all associates, including dress and grooming standards appropriate for work in our Corporate Partner Locations. Our dress and grooming standards are intended to allow comfort, while maintaining safety, security, and individuality.

Safe Harbor encourages associates to wear casual and comfortable clothing; however, not all casual and comfortable clothing is appropriate or safe at our Corporate Partner's Location. An item that may be worn at home, in the yard, or playing sports may not be safe or may be too loose or revealing at the workplace. This policy describes what is appropriate to wear in our Corporate Partner Locations and is not intended to be all-inclusive. The description sets general parameters for proper attire and allows associates to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

Policy

General Dress Standards

- All pictures, symbols, statements, and slogans on clothing or visible tattoos must be "PG-rated" and generally not offensive to a reasonable person. Offensive material must be removed or covered up.
- Clothing identified as gang attire that may indicate affiliation or membership with any street or prison gang or which may cause a disruption is prohibited. Examples of prohibited clothing may include hats, jewelry, insignias, colors, paraphernalia, or other clothing identified as gang attire.
- Extraneous articles hanging from clothing, such as chains or drawstrings, can cause a safety-risk and are prohibited.
- Excessively revealing, loose, torn or dirty clothing will not be allowed.
- Sunglasses may not be worn inside any Faith-Works office or Corporate Partner Location.
- All PPE (Personal Protective Equipment), including gloves and eyewear protection, must be worn in accordance with Partner Safety guidelines. All aprons and badge lanyards must have a safety break-away clasp.

Pants/Shorts

Pants and slacks should fit appropriately. Slacks must not drag beyond the heel of the shoe and must fit appropriately. Excessive bagginess or looseness is unsafe and inappropriate. Associates should use discretion when wearing form-fitting pants to ensure they meet modesty standards or are not too revealing. Shorts may not be shorter than mid-thigh. For safety, bib overalls and short-all straps must be hooked or buttoned at all times.

Shirts/Blouses

Safe Harbor associates may wear long-sleeved, short-sleeved, or sleeveless shirts, however, shirts that expose undergarments are not allowed.

Footwear

Only fully enclosed shoes will be permitted at any Corporate Partner. To ensure safe footwear, associates are encouraged to wear supportive shoes with a rubber sole. Closed-toe, closed-heeled shoes that do not expose the top of the foot should be worn. Slippers, moccasins, thongs, flip-flops and clogs are prohibited. Platform shoes or shoes with a heel more than 1 ½ inch high and less than 1 inch width may not be worn. Associates may wear steel-toed shoes, however, steel toe shoes

may cause a delay in the Security Screening process and removal of shoes may be required. Newer composite toed boots are safer and will not alarm at the screening point. Corporate Partner Policy on Work Shoes regarding Steel toe will be honored

Coats and Outerwear

Unless permission is granted, coats and jackets are not allowed on the work-site floor. When allowed, coats and jackets must be removed and are subject to Security screening processes upon exiting Partner Locations.

Light jackets (hooded sweatshirts, fleece sweatshirt) may be worn but must be free of extraneous hanging articles, such as chains, drawstrings or other articles that are considered unsafe. Hooded jackets/sweatshirts must be worn so that they do not interfere with front or side vision, e.g., associates wearing hoods must be able to see from side to side or not wear the hoods up.

Hair, Beards, and Fingernails

Hair should be styled in a manner that does not interfere with front or side vision. While on the work-site floor, associates must pin or tie up long hair to a length that does not exceed the top of the shoulder.

Beards may not exceed three inches from the face without being tied up or netted.

Fingernails must be trimmed to 1/4" from the finger to the top of the nail.

Jewelry-Jewelry that dangles or protrudes from the body may come in contact with machinery and result in a safety hazard. Necklaces that hang more than three inches beyond the neckline are prohibited.

Earrings that hang more than two inches below the ear or are greater than two inches in diameter are not allowed. Associates may be asked to remove any body piercing that present a safety hazard due to size, shape, or location while on the warehouse floor.

Purses, Bags and Personal Belongings

Personal items will be prohibited from the work-site except when placed in a clear, see-through bag.

Generally, associates are encouraged to place personal belongings, including purses or bags, in a locker or in the break room.

Cell Phone and Ear wear- Cell phones will not be allowed on any job site unless approved in writing by corporate Partner and the Corporate Office in Memphis Tn. Any violation will be grounds for termination. Any earbuds or ear listening device is strictly prohibited at any Corporate Partner site.

Violation of this rule is grounds for termination

Enforcement of Dress and Grooming Standards

Safe Harbor & Partner managers and Partner Line Leads will enforce dress and grooming standards.

Associates who report to work in violation of Safe Harbor Dress and Grooming Standards Policy will be required to leave work until they can return to work displaying acceptable clothing or grooming as outlined with the Policy and may be subject to a disciplinary write-up. Associates who are required to leave work to comply with the Dress and Grooming Standards Policy will be subject to Safe Harbor Attendance Policy. Repeated violations of the Dress and Grooming Standards Policy may also result in formal progressive corrective action, up to and including termination.

Safe Harbor

Associate Sign-off sheet

Safe Harbor Corporate Partner Locations

Dress and Grooming Policy

Print: _____

Signature: _____ Date: _____ Faith-