

POLICY MANUAL

SECTION: Human Resources
SUBJECT: Dress Code
APPROVED BY: Director, Human Resources



INDEX: HR-A-70
Effective Date: April 2016
Replaces Date:

Page 1 of 2

Scope

This policy applies to all employees of Horizon Plastics

Policy – General Principles

In general, clothing should be clean and neat in appearance. Employees are also expected to observe good habits of grooming and personal hygiene at all times, and to avoid any personal practices or preferences that may be offensive to others.

Employees are expected to dress in a manner consistent with the nature of their work, and to adhere to any specific dress code that has been authorized by Horizon Plastics for the employee's position. It is important that salaried employees present a neat and professional appearance that reflects good judgment and promotes a professional image of Horizon Plastics to our Clients.

If an employee has any question as to what constitutes proper attire, s/he should consult with his or her immediate supervisor.

Employees who, in the opinion of Horizon Plastics present an inappropriate appearance may be sent home and required to return to work in an acceptable state. The time away will be considered unpaid personal time off. Repeated violations of the personal appearance policy can result in disciplinary action up to and including termination of employment. Any exceptions to these guidelines are to be reviewed by the senior manager of the department in which the employee works and the Human Resources Department.

Supervisors and managers are responsible for applying and enforcing personal appearance guidelines within their departments. When applying personal appearance guidelines, supervisors and managers must:

- Make reasonable accommodations for dress or grooming directly related to an employee's religion, ethnicity, or disability

Acceptable Attire

- Casual, cargo or dress pants
- Capris or walking shorts (to the knee)
- Golf shirts, t-shirts

POLICY MANUAL



SECTION: Human Resources

INDEX: HR-A-70

SUBJECT: Dress Code

Effective Date: April 2016

Replaces Date:

APPROVED BY: Director, Human Resources

Page 2 of 2

Inappropriate Attire/Appearance

Inappropriate attire/appearance is defined as attire/appearance that does not contribute to Horizon's goal of maintaining a professional atmosphere and/or attire/appearance which is inconsistent with the nature of the employee's work. Attire/appearance that Horizon plastics considers inappropriate in any job includes, but is not limited to:

- Clothing with large tears or holes
- Tee shirts with offensive words or slogans
- Halter tops, tank tops, leotards and body suits, bare midriffs, and sheer clothing
- Clothing or accessories that are otherwise revealing, distracting or provocative
- Indiscrete or inappropriate tattoos and piercings