

POLICY NAME: Dress Code
Effective Date: January 1, 2018

PURPOSE:

To provide guidance to Company owners and employees regarding personal appearance and hygiene when representing Golden Bridges, Inc.

Definitions:

Attire refers to clothing garments, jewelry, accessories, shoes, and other items worn on the person of the employee or Owner.

Procedure:

CORPORATE STANDARD

ACCEPTABLE ATTIRE

- The practice of good body hygiene is expected.
- Any tattoo that is offensive in nature or has profanity must be covered.
- The use of excessive perfumes, colognes, and make-up is discouraged. Employees must consider co-worker and customer sensitivity to these products.
- Clothing must be clean, neat, in good repair.
- Clothing must be of appropriate length and fit to facilitate movement and to convey a professional image.
- Hair length and style must be appropriate to the work environment; consideration must be given to safety and infection control.
- Beards and mustaches must be neatly trimmed and not detrimental to safety or infection control.
- Excessive jewelry is inappropriate. The organization will not assume responsibility for jewelry lost or damaged while on the job.
- Tops, shirts, blouses, etc. must provide appropriate coverage consistent with business and professional dress. The garment must have sleeves and the neckline must be such that it

doesn't give excessive exposure.

- The mid-section must be covered thus consideration must be given to the cut of the pant and the length of the top.
- Shorts are acceptable but no shorter than 1" from the top of the knee. Dress-cut trousers, gauchos, capris or similar types of fashion must be below the knee and must not be made of a stretch material or form fitting.
- Undergarments will be worn. They must be of proper fit, without design and of appropriate color depending on color of clothes. Undergarments should not be seen through the clothing.
- Closed toe shoes are required and will be clean, polished, in good repair, and appropriate to the attire. Socks/hose are required to be worn when appropriate for safety and or infection control.
- Employee name badges (if used) will be displayed and worn at chest level or above and are to be visible whether they are on a lanyard or not. Any lanyard must be pre-approved by an owner.
- The wearing of pins is limited to the employee name tags, and professional service pins..

UNACCEPTABLE ATTIRE

- Leggings (unless worn under a dress or top that reaches the fingertips)
- Sweat pants/shirts
- Sport t-shirts
- Logos (other than Golden Bridges logos) on anything