



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1
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"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Personal Appearance

Purpose

The purpose of this policy is to establish guidelines regarding personal appearance in the workplace. The company expects all employees to maintain a professional image and meet workplace health and safety concerns.

Policy

It is the policy of MacB that each employee's dress, grooming and personal hygiene be appropriate to the work environment. Professional appearance, proper grooming, and appropriate dress reflect employee pride and inspire customer confidence.

Employees are expected at all times to present a professional, businesslike image to customers, prospects, co-workers and the public. Acceptable personal appearance is an ongoing requirement of employment with MacB. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. Exceptions to this policy require approval from the Sr. Director of Corporate HR.

All employees who have regular contact with customers or the public must comply with the following personal appearance standards:

- a. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire, athletic clothing, shorts, sandals, novelty T-shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a businesslike appearance.
- b. Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- c. Sideburns, moustaches, and beards should be neatly trimmed.

Procedure

Employees who do not regularly meet with customers or the public should follow basic requirements of safety and comfort but should still be as neat and businesslike as working conditions permit. Certain employees may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or limiting facial hair depending upon the nature of their job.

At its discretion, MacB may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear or similarly inappropriate clothing. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the worksite. Nonexempt employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy will also result in disciplinary action. Up to and including termination of employment.