

ARTICLE 500 – Work Rules

ARTICLE 505 – Dress Code

Employees are required to wear clothing appropriate to their position. They must always maintain a neat appearance and impeccable personal hygiene to foster positive and pleasant interactions with visitors and colleagues. Every UIC employee contributes directly to the company's image. Regardless of the type of work, this dress code aims to ensure employee safety, professional presentation, and comfort, while respecting operational and regulatory requirements, both in production areas and offices. General Principles (All Employees)

- Clothing must be clean, neat, and in good condition.
- Clothing must not present any safety hazards (no tripping, snagging, or entanglement hazards).
- Employees must comply with OSHA standards, company safety rules, and customer expectations.
- Supervisors may require stricter dress codes depending on the tasks performed.

Dress Code – Production/Workshop

Mandatory for all employees, visitors, and office staff accessing production areas.

Required:

- Closed-toe shoes (front and back)
- Safety shoes with reinforced toecaps if required by the position
- Long pants (jeans or work pants recommended)
- Short- or long-sleeved shirt
- Mandatory personal protective equipment (PPE) (safety glasses, gloves, hearing protection, etc.)
- High-visibility clothing, if applicable

Prohibited:

- Sandals, flip-flops, open-back shoes
- Shorts, skirts, dresses, yoga pants

- Loose or flowing clothing
- Tank tops, sleeveless shirts, sleeveless t-shirts
- Scarves, ties, dangling jewelry
- Headphones or earphones (unless authorized for safety reasons)

Office employees entering production areas must adhere to the factory dress code, even for short visits.

Office Dress Code (Non-Production Areas)

Business Casual is the standard unless otherwise specified.

Permitted:

- Slacks, chinos, khakis, capris, skirts (knee-length or longer)
- Blouses, button-down shirts, sweaters, polos
- Dresses appropriate for professional office settings (no strapless or spaghetti strap)
- Closed-toe / closed-heel shoes

Not Permitted:

- Athletic wear, sweatpants, yoga pants
- Halter, tube, tank or muscle shirts
- Flip-flops or open-back shoes
- Clothing with offensive, political, or inappropriate graphics
- Excessively revealing or torn clothing

Hybrid / Plant-Office Roles

Employees who split time between office and manufacturing areas should dress to meet **plant safety standards** during work hours.

Recommended approach:

- Keep safety footwear at work
- Wear plant-appropriate attire daily if frequent floor access is required

Casual Dress Days (Optional)

If permitted by leadership:

- Casual attire must still meet **safety requirements**
- Closed-toe shoes remain required for any plant access
- Management may suspend casual days for customer visits or safety concerns

Enforcement

- Supervisors are responsible for enforcement
- Employees not meeting dress code may be sent home to change or asked to cover the images/language with other apparel or turn the shirt inside out
- Repeated violations may result in corrective action

Safety Overrides

- When safety requirements conflict with this policy, **safety rules take precedence.**