

# Section 9 – Work Policies & Regulations

## Dress Code (Revised Summer 2017)

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### PERSONAL APPEARANCE

Personal appearance, proper hygiene, and appropriate attire are important to the work environment. Customers may gauge the quality of the Company by the attention the employees show to personal appearance and attire.

Name badges must be worn with badge number facing out and visible at all times.

Employees are expected to report to work wearing clean clothing appropriate to their position. A neat, well-groomed appearance is important to the employee, to fellow workers, and to the Company's customers and suppliers.

The Company does not object to reasonably long hair, beards, or mustaches if they are neatly groomed and not a hindrance to the employee's performance or safety on the job.

Employees are not to wear jewelry that may cause hindrance to safety and performance of the job.

Any clothing attire that may be considered inappropriate or harassing in nature is not to be worn. Tattoos/body art that may also be considered inappropriate must be concealed and covered at all times. Pants must be worn at or above the waist at all times while on company property.

Although it is not possible in a written policy to address every conceivable question on office attire, the following should provide examples of attire that the Company considers appropriate. Failure to comply with the Dress Code will result in progressive disciplinary action.

### OFFICE STAFF

All employees have a direct impact on the image of our Company. Our dress code is Business Casual. We should keep in mind the impression we make on clients,

visitors, and fellow employees. The way we dress sends a message about ourselves and about the Company.

While the Company does practice "Jeans Fridays," when meeting with clients or other outside parties Business Casual should still be worn.

Acceptable Business Casual attire would include:

- Skirts or dresses that reach at least mid-thigh
- Professional slacks or pants that reach at least mid-calf
- Blouses or tops that fully cover the shoulders, unless a sweater or jacket is worn at all times
- Shirts with collars
- Turtlenecks
- Professional open-toed or open-heel (i.e., sling-backs) shoes

Unacceptable Business Casual attire is clothing which could appear to be unprofessional and would include:

- Jeans of any color
- Tennis or athletic shoes
- T-shirts with logos or without collars, sweatshirts, sweat suits
- Tank tops, warm-ups, scrubs
- See-through or low-cut tops
- Clothing that leaves the shoulders and arms bare, worn without a top that covers the shoulders
- Athletic wear/wind suits
- Shorts or Capri pants above mid-calf
- Skirts above mid-thigh
- Tight fitting skirts or slacks and skirts made of lycra/spandex
- Pants that stop at or above the knee
- Leotards, leggings
- Flip flops

## JEANS FRIDAYS

Fridays will be considered Jeans Fridays, the above rules still apply with one exception, you may wear jeans. If you decide to wear jeans please make sure they are in good shape and appropriate for the office.

Any other clothing which could appear to be unprofessional should be avoided. If in doubt, do not wear it. If you question whether it is appropriate, it probably is not.

## FACTORY PERSONNEL

Factory personnel are required to wear the following attire:

- Long pants/jeans, belted at the waistline at all times while on company property.
- Long or short-sleeved shirts that cover the torso (shoulders, chest and waistline)
- Steel (or composite) - toed boots or shoes
- Safety glasses, Z87 rated, clear (non-tinted), and other required safety equipment for their work area
- Long hair past the shoulder must be tied back at all times
- Baseball caps are acceptable

Unacceptable attire includes:

- Baggy pants
- Spandex, capris, shorts
- Sleeveless shirts
- Tight-fitting or revealing attire
- Clothing with holes
- Open-toed or heeled shoes
- Earrings larger than quarter-sized
- Lanyards, unless quick-release style
- Long necklaces

### *Safety Reminder*

Loose clothing, jewelry and long hair must not be worn around moving machinery, brazing stations and when working with air, electric or battery-powered tools.

It is recommended that factory leadership and administrative personnel follow these same dress code

guidelines, but wear collared shirts and reserve the wearing of jeans for Jeans Fridays.

Each department Supervisor is responsible for the enforcement of the dress code. If you have a question as to what is or is not acceptable attire, check with your supervisor or manager.

Anyone who violates this policy will be issued disciplinary action (per the discipline and conduct policy) and sent home with attendance occurrence, without pay, to change into acceptable attire and return. Any further violations will lead to disciplinary action up to and including termination.

## GOODMAN DISTRIBUTION PERSONNEL

This uniform policy applies to all GDI Branch personnel. This policy covers employees assigned to a GDI Branch as a primary work center: Branch Managers, CSR, Warehouse, Drivers, Admin, etc.

Branch Uniforms consist of the following items: Shirts, slacks, shoes, jackets and sweatshirts. Shirts and outerwear are to be ordered through the approved vendor link posted on the Goodman EmployeeNet or can be found at [www.gdiuniforms.com](http://www.gdiuniforms.com).

### Shirts

- The company will provide six uniform shirts in the employee's first year of the uniform program. Three replacement shirts will be provided at the Company's discretion. Additional shirts requested in addition to the annual allotment will be at the employee's own expense.
- All shirts will have the approved logo of Goodman Distribution, Inc., or Daikin logo, for Daikin branches.
- Goodman Branch Managers have the option to wear the approved black uniform shirt or a button down, collared shirt with an approved GDI, Goodman or Amana logo. Daikin Branch Managers will have shirts with the Daikin logo. Shirts ordered from the uniform website that are not black must be paid for by the branch manager.
- CSRs, clerical/office personnel, warehouse personnel and drivers are required to wear the approved black uniform shirt.

- All shirts are to be worn tucked into the pants at all times.
- If undershirts or long sleeve shirts are to be worn under the uniform shirt, they must be black.
- Temporary employees must provide their own solid black shirts.

#### Slacks and Shorts

- Uniform slacks or shorts required will be of a style/brand similar to Dickey's or Dockers.
- Approved colors are: Black or Khaki for warehouse/driver, Khaki for all other branch employees.
- The uniform slacks/shorts are the responsibility of the employee to provide and replace as necessary to maintain a proper and acceptable appearance to be determined by the Branch Manager.
- Belts are to be worn with slacks that have belt loops at all times.
- Temporary Employees must adhere to the same policy regarding slacks/shorts.
- Denim of any style or color is not acceptable.

#### Steel (or composite) - toed boots or shoes

- Any employee or temporary employee who is required to work in the warehouse, operate a forklift or delivery truck, must wear steel (or composite) - toed boots or shoes
- Steel (or composite) - toed boots or shoes and required PPE, at all times.
- When purchasing their own shoes, employees must ensure that the shoes are in compliance with OSHA steel (or composite) - toed safety code, which requires the shoes be an ASTM F2 or ASTM F2413 standard and at least a class #75 and impact #75. For Canadian Operations, refer to the Canadian requirement CSA Standard Z195-02 Protective Footwear requiring a grade 1 or 2 protection with an impact resistance of at least 90 joules.
- Temporary Service Companies are required to ensure that their employees have steel (or composite) - toed shoes before they report to work at Goodman. Temporary Employees without steel (or composite) - toed shoes are not allowed to work in the warehouse, operate a forklift or delivery truck for Goodman COD.

- Employees who lose or damage their shoes will be required to purchase replacement steel (or composite) - toed shoes at their own expense within the given year.

#### Outerwear Garments

- Black jackets, sweatshirts, hats, and undershirts with the GDI Logo are available for employees through the approved vendor website, located on the EmployeeNet at Branch >> Vendor Links >> Uniforms or at [www.gdiuniforms.com](http://www.gdiuniforms.com). Division Operations Managers must approve purchase of these items.