

JAC Products Hourly Dress Code

Dress Code

JAC Products has adopted a dress code maintain a safe and appropriate work environment. Each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Your personal appearance is not only affected by your choice of dress, but also by your general personal hygiene and courteous behavior. It is expected that each employee will demonstrate good judgment in these matters and represent the company in a professional image.

For safety reasons, shoes with an open-toe, an open-back or a heel that is thinner than the width of the insole are not permitted in any manufacturing or warehouse areas. Baggy/loose clothing or jewelry that can be caught in machinery is not permitted.

In addition, employees are expected to maintain a neat appearance with appropriate hygiene levels. Most types of casual clothing are allowed providing they are appropriate for work and do not present a safety hazard. For example, jeans, capris and sweat pants are allowed along with shorts, skirts and skorts of a conservative length (i.e., no shorter than 4" above the knee). Hats and caps are also permitted. Hoods that are attached to garments are not to be worn on an employee's head at any time. Strings attached to clothing are not permitted due to safety reasons. Tank tops must have straps that are at least 1" wide. Shirts must be long enough to keep the torso covered during work activities. Pants must remain at the waistline at all times on company property.

The following are NOT appropriate:

- Bare midriffs
- Halter or tube tops
- Ripped/torn clothing
- Baggy pants
- Offensive logos, pictures or words on clothing
- Revealing or see-through clothing/visible undergarments
- Excessive use of perfume/cologne
- Tight-fitting or revealing attire

Hair must be worn at a safe length or be restrained. Long hair must be tied back or secured when working on specified operations.

Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. See attendance policy for guidelines on absences from work.