

Policy Name: Dress Code and Presentation Standards

Policy Number: 4.05

Date: February 2023

POLICY STATEMENT:

JC Steele strives to maintain a workplace environment that functions well and is free from unnecessary distractions. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.

JC Steele always wishes to present to customers, suppliers, and the community in a neat, tidy and professional manner. First impressions can be lasting and are an important part of our success as a company.

JC Steele emphasises that the appearance of all employees while working for JC Steele is a direct reflection of the company therefore, all employees should present in line with this policy and look professional and presentable at all times. Individual behaviour should be professional and appropriate when representing the company.

JC Steele has determined these guidelines for workplace-appropriate attire, and employees are expected to fully adhere to the dress standards documented in this policy.

PROCEDURES:

1. Guidelines

- a. All employees are expected to adopt high standards in regard to personal hygiene and personal presentation on a daily basis. This includes but is not limited to, showering daily, wearing deodorant, styling hair (including facial hair) appropriately along with general professional grooming standards.
- b. Employees visiting customer sites and office based employees are required to wear a clean and ironed JC Steele uniform (when appropriate) or smart casual business attire. When not required to wear safety boots, shoes should be clean/polished, and shirts should be tucked in to avoid a 'scruffy' appearance.
- c. Employees working within the factory are required to wear the hi-vis shirts, pants and safety boots provided by JC Steele. Safety vests, individual welding jackets and shields, gloves, safety glasses and ear plugs must also be worn when required.
- d. Body piercings, tattoos and jewelry should be discreet.
- e. Employees must take care of all clothing and PPE items provided by JC Steele and all items must be kept clean and neat.

- f. All employees are required to adhere to the Smoking Policy.
- g. JC Steele emphasises that the appearance of all employees is a direct reflection of the company, and as such, all employees engaging in face to face visits with customers or suppliers should be dressed neatly and professionally and their behaviour should be appropriate in representing the business.

2. Special Circumstances

- a. At the discretion of the Managing Director, in special circumstances, such as during unusually hot or cold weather or during special occasions, employees may be permitted 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, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

3. Appropriate Workplace Wear

When choosing workplace clothing an employee must use the following guidelines:

Appropriate

- Khakis or corduroys
- Jeans (not ripped or distressed)
- Polo collar knit or golf shirts
- Short-sleeved blouses or shirts
- Company provided uniform items
- Cardigans or jackets
- Casual, low-heel, closed toe shoes
- Safety boots and other company provided PPE

Inappropriate

- Sweatpants, leggings, exercise wear
- Skorts, capris
- T-shirts or sweatshirts
- Shirts with writing (other than company logo)
- Exercise wear
- Croc-like sandals
- Crop tops, midriff tops
- Thongs

JC Steele welcomes their employees to incorporate their individual styles while complying with the guidelines provided. To ensure your dress is appropriate for the workplace, you are encouraged to ask yourself these questions:

- Will what I wear adhere to the image JC Steele is aspiring to represent?
- Will what I wear observe the culture of JC Steele
- Will what I wear match the environment I will be working in?
- Will what I wear complement the standard of professionalism JC Steele portrays?

4. Reasonable accommodation of religious beliefs

- a. JC Steele recognises the importance of individually held religious beliefs to persons within its workforce. JC Steele will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship for the business or other employees. Accommodation of religious beliefs in terms of attire may be difficult considering

safety issues for employees. Those requesting a workplace attire accommodation based on religious beliefs should speak with the Managing Director in the first instance.

5. Addressing business wear and hygiene problems

- a. Violations of this policy can range from inappropriate clothing items to overpowering or offensive perfumes and body odor. If an employee comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work.
- b. If an employee's poor hygiene or presentation is an issue, the employee's manager or Managing Director will discuss the problem with the employee in private and will point out the specific areas to be corrected.