



DRESS CODE POLICY

C3 INDUSTRIAL BLASTING & COATINGS, INC. (hereafter referred to as “C3 INDUSTRIAL” or “the Company”) has implemented the following Dress Code Policy.

Policy brief & purpose

Our dress code company policy outlines how we expect our employees to dress at work. Employees should note that their appearance matters when representing our company in front of clients, visitors or other parties. An employee’s appearance can create a positive or negative impression that reflects on our company and culture.

Scope

This policy applies to all employees, as itemized below.

Office Employees - Policy elements

These dress code rules always apply:

- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren’t restricted.
- All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities aren’t allowed.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate aren’t allowed.
- All clothes must be clean and in good shape. Discernible rips, tears or holes aren’t allowed.
- Employees must avoid clothes with stamps that are offensive or inappropriate.
- Shoes with heels higher than 2 inches are not permitted.

Office Employees - Clothing

Our company’s official dress code is Business Casual. Our company does allow “Casual Friday” when employees can wear more casual clothing. This won’t apply if employees are meeting with clients, partners and other external parties.

We may change our dress code in special cases. For example, we may require employees to wear semi-formal attire for an event.



Field Employees – Personal Protective Equipment

Personal Protective Equipment (PPE) will be used as required by the AHA, Hot work/Welding Permits, or ES&H Specialist. The ES&H Specialist will identify appropriate PPE for each task. Items of personal issue will be inspected regularly and maintained in serviceable and sanitary condition and, before being reissued to another person or returned to storage, will be cleaned, disinfected, inspected and/or repaired.

Field Employees – Level D Clothing

Long pants and shirts with sleeves at least 4 inches long will be required. Tank tops and cut off pants will not be permitted. Loosely fitting clothes will not be permitted near rotating machinery or equipment. Jewelry, though strongly recommended to not wear in construction areas, as well as badges on lanyards must be tucked into shirts as to not become entangled.

Field Employees – Safety Footwear

Safety toe boots must be worn at all times on the job site. Open toe, canvass, or athletic shoes will not be permitted.

Field Employees – Eye Protection

Eye protection will, at a minimum, consist of safety glasses with side shields that meet the ANSI Z 87.1 standard and will be worn, at all times, in the work area. Prescription glasses must also meet the ANSI standard and be provided with side shields.

Field Employees – Hard Hats

Employees and/or visitors, without exception, are required to wear hard hats while on the premises. Hard hats may not be damaged, painted, deformed, or marked in any way except for markings required to identify the employee, company, craft or title.

Field Employees – Respiratory Protection

Respiratory protection will be provided as required by the ES&H Specialist. C3 Industrial will obtain a statement from a qualified physician that indicates that the individual required to wear a respirator is medically and physically qualified to wear the specified type of respirator.

ALL EMPLOYEES - Disciplinary Consequences

When an employee disregards our dress code, their supervisor should reprimand them, according to the Company Progressive Discipline Policy. The employee is expected to begin abiding by the Company dress code upon signature of this policy, as it applies to the nature of their employment. In the event of dress code violations, supervisors will ask employees to return home to change. This will be unpaid time and will result in disciplinary action as per the Company Progressive Discipline Policy.



Employees may face more severe consequences up to and including termination, if:

- Their appearance causes irreparable damage, like loss of a major client.
- They repeatedly violate our dress code.



***DRESS CODE POLICY
ACKNOWLEDGMENT***

By signing this statement, I acknowledge that I have received a copy of the C3 INDUSTRIAL Dress Code Policy. I have read and understand the policy and have had the opportunity to ask questions concerning the policy.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE