

BCC Dress Code

- **Dress Code Purpose**
 - For employee dress during their normal business work day
 - Project a businesslike atmosphere
 - Provide a safe working environment
 - In the event of disputes/questions, Management shall have the final approval
 - BCC does not support “Casual Dress” or "Casual Days".
 - Office attire must reflect a business environment with proper decorum
 - Plant-Factory-Grounds attire must meet/exceed safety requirements.
- **Dress Code Scope**
 - Dress Code applies to all Company employees
 - Safety requirements applies to all employees and visitors
 - Clothing must conform to written and/or commonsense safety standards
 - Employees must dress and be groomed appropriately to their business activity
 - The Code applies
 - During work hours within the facilities or around the office or plant
 - While on Company business on-site or off-site, regardless of time of day
 - Within an assigned work area
 - When entering an area all must wear safety equipment for that work area

BCC Dress Code

- **Office, Sales or Customer Contact Personnel – Men**
 - Men shall wear dress suits or sport coats with matching dress slacks at all times
 - Ties must be worn when meeting with customers
 - Suit slacks or dress slacks are required at all times
 - No casual slacks, such as "Dockers", jeans or jeans-like material
 - Company-approved long sleeve dress shirt
 - French Cuffs with cufflinks are preferred, but not mandatory
 - Sweaters are not permitted
 - Nicely polished dress shoes are required, leather or synthetic leather
 - Closed toe, closed sides and closed heel require
 - No casual shoes, athletic shoes, sandals, or boots
 - Socks must be worn at all times and be of a conservative design/color
 - Conservative wristwatch and no other bracelets permitted
 - No more than one ring, excluding multi-band wedding rings
 - All other guidelines in Section 3.2 and Section 3.3 apply

BCC Dress Code

- **Office, Sales or Customer Contact Personnel – Women**
 - Women shall wear dresses, or suits with matching dress skirt, at all times
 - No jeans or jeans-like material
 - Sleeveless or collarless dresses/blouses permitted if manufactured hems and seems
 - Pants or slacks are not permitted in office or while dealing with customers
 - Suit pants or suit slacks are permitted in lieu of skirts during business travel
 - Company-approved long sleeve, or approved short sleeve, dress shirt/blouse
 - Sweaters are not permitted
 - Dress heels are required, leather or synthetic leather
 - Closed toe, closed sides and closed heel required
 - No casual shoes, athletic shoes, sandals, or boots
 - Hose must be worn at all times and be of a conservative design/color
 - Conservative wristwatch and no other bracelets permitted
 - No more than one ring, excluding multi-band wedding rings
 - All other guidelines in Sections 3.2 and Section 3.3 apply

BCC Dress Code

- **Plant, Factory and Grounds - Men and Women**
 - Covered entire leg down to shoe top
 - Must not be a trip hazard
 - Must be Company-issued uniform slacks
 - Securely fastened around waist
 - Outdoors workers may wear insulated underwear
 - Close-fitting to avoid hazards of loose-fitting or flowing material
- Company-issued uniform shirt, securely fastened at wrist if long sleeve
- Plain-white undershirts or turtlenecks may be worn under Company shirts
- Outdoors workers may wear plain-white insulated underwear
- Steel-toe safety shoes for all employees
- Shoes must extend above ankle bone
- Steel-toe safety shoes or safety overshoe-protectors must be worn by visitors
- Work socks must be worn at all times and appropriate for safety shoes

BCC Dress Code

- **Plant, Factory and Grounds - Men and Women (continued)**
 - Safety glasses & hardhats required at all times within the factory, fenced area or rail yard
 - Personal Protective Equipment (PPE) as specified for job functions/locations
- The Company will supply all required safety equipment, with below exceptions
 - Employee prescription safety glasses are from an approved list
 - Employee bi-annual allowance will be provided for safety shoe purchases
 - Costs above Company allowances can be deducted from payroll
- Replacement due to abnormal use or carelessness is at employee's expense
 - With exception of safety shoes and prescription safety glasses,
 - Safety equipment shall remain the property of the Company
 - Safety equipment must be returned when the employee terminates
 - Items not returned may be deducted from employee's last paycheck
- Sweatshirts, sweaters, jackets, or overcoats must be close fitting and flexible
- Outerwear, including gloves/mittens/shoes/boots, must allow adequate dexterity
- For safety, personal items are not permitted inside of factory, fenced area or rail yard
 - No necklaces, bracelets, rings, earrings, piercings, wrist watches, etc
 - No cell phones, radios, other personal communication devices

BCC Dress Code

- **All Employees - Disallowed Clothing**
 - Frayed or worn hems or seems, or torn clothing, or clothing with holes
 - Branded clothing or clothing with advertising
 - Cutoff hems or seams, hem-less or non-manufactured hems
 - Shorts of any length
 - Shirts without sleeves or collars, unless noted elsewhere
 - No bare midriffs and no pants/slacks worn below the waist.
 - Other clothing considered unsafe by Work Rules, OSHA or common sense
- **All Employees - Disallowed Adornment or Accessories**
 - Pins, campaign or campaign-style buttons, photo-buttons or slogans
 - Loose or dangling necklaces or bracelets
 - Woman earrings cannot be more than 1/4" below earlobe, and only one per ear
 - Piercings anywhere, other than earrings for women, must be removed
 - Other items considered unsafe by Work Rules, OSHA or common sense
- **All Employees - General Appearance**
 - Hair must be clean-cut and carefully styled and able be worn safely under hard-hats
 - Men's facial hair to be groomed and not interfere with PPE, masks, breathers, filters, etc
 - No visible tattoos
 - Fingernails must be an appropriate length, color, style, and avoid sparkles or flash
 - Make-up, if worn, must be subtle
 - The Company may require uniforms to be worn for specific jobs, functions or activities
 - Required uniforms will be supplied at Company expense.
 - Where uniforms are required, they override the below listings