



B&W Pantex Dress Code Policy

General Policy

B&W Pantex expects personnel to dress appropriately. Your appearance reflects on the company and is an important component of our safety culture, respect for others, and professionalism. Employees are expected to present a clean, modest and neat appearance, and to dress in a way that is safe, appropriate, and non-distracting.

Purpose

- Project a professional image in the community and to the customers that we serve
- Reduce probability of an injury while conducting work at B&W Pantex

Guidelines

Some styles of clothing are inappropriate at work because they are in poor taste or they pose a safety hazard to the wearer. In some cases, dress that is appropriate for one position may not be appropriate for others.

For example: Dress that is considered appropriate for employees in the office areas may create a safety hazard for employees in operating areas, i.e., bays, cells, craft shops, labs, or warehouses.

Therefore, each employee and their Supervisor have a responsibility to maintain the appropriate standards as they apply to their work area and operations.

Employees working in operating areas (i.e., bays, cells, craft shops, labs, field operations, and warehouses) must wear appropriate work attire that includes shirts that cover shoulders, long pants, and safety shoes. Additional personal protective equipment may be required for specific operations work. Personnel not assigned to an operating area must coordinate access with their Supervisor and or Facility Representative to obtain requirements for appropriate work attire before entering the area.

Criteria

Your apparel is not considered appropriate if

- Reveals the midriff, upper thigh, lower back, cleavage and/or open back
- Garment has been cut off and does not have finished seam/hem, and/or has rips or holes due to wear
- Has offensive statements, pictures, or symbols
- Undergarments are exposed



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- Toe, heel, or side of foot is exposed
- Shoe heel exceeds two inches in height and less than one inch diameter measured at the tread
- Soles do not provide sufficient thickness to prevent puncture; therefore, soles shall be made of leather or oil resistant material, i.e., rubber or neoprene

Examples of inappropriate apparel

- Shorts
- Sleeveless tops with straps less than 3 inches in width
- Low-rise pants revealing undergarments and/or body
- Flip flops, sandals, sling-backs, slippers

Variances

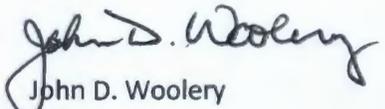
- Personnel that are required to change into company-provided clothing may wear shorts from their personal vehicle into the change room; otherwise, the above criteria must be followed
- While utilizing B&W Pantex physical fitness equipment, (i.e., security, fire department) may wear workout attire, including shorts, in accordance with the above criteria
- While utilizing B&W Pantex shower facilities, personnel may wear appropriate shower shoes
- Special circumstances may be approved by your Division Manager

Requirements:

Employees are required to comply with the revised B&W Pantex Dress Code policy.

Supervisors are expected to communicate how these guidelines apply within the work area and to counsel employees whose dress may be inconsistent with these standards.

If you have questions regarding your work attire, please contact your supervisor.


John D. Woolery
B&W Pantex
General Manager

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