

DRESS CODE POLICY

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DRESS POLICY

OFFICE

E Light Electric Services, Inc. requires employees to dress in appropriate attire. Employees are responsible for ensuring that their dress and appearance project a positive business image to clients and to the public.

Casual Business Attire Guidelines

Employees should use good judgment and follow the guidelines below in determining appropriate dress and appearance:

Acceptable attire

Casual business attire includes, but is not limited to: slacks, khakis, sports shirts, skirts and dresses, Capri or cropped pants, turtlenecks, sweaters, loafers. All Clothing must be neat and clean.

Casual Friday's

Neat jeans that are without tears, frayed bottoms or holes, and tennis or sport shoes are acceptable for field assignments or casual Friday's only. **NOTE:** Casual Friday may be suspended for visits from important guests or for other reasons as determined by management.

Unacceptable attire

Unacceptable clothing includes, but is not limited to: t-shirts; sweatpants, sweatshirts, or workout attire; cutoffs; beach attire; halter, tank or cropped tops; dresses, skirts, or shorts that are excessively short (shorter than the tips of fingers when arms are hanging at the side); sheer clothing or clothing that otherwise is revealing, distracting or provocative; styles where the midriff is visible, and casual flip-flops. Clothing may not have any derogatory, offensive, sexually suggestive or degrading writing, symbols, pictures or language or logos of other electrical contractors.

E Light management reserves the right to send you home if the company determines that you are dressed inappropriately. In such case, and depending on the particular

circumstances, you may not be compensated for the remainder of the day and may be subject to further disciplinary action.

Professional Business Attire

In the event that employees are meeting with customers, vendors or engaged in business that requires a proper business impression, it is important that professional business attire be worn. If you have questions regarding this please check with your supervisor.

Appearance Guidelines

Employee's appearance should be consistent with good hygiene, safety and should contribute to a clean and neat appearance as well as clean smell and non-offensive or overpowering perfume,

Employees may wear jewelry as long as the jewelry is appropriate.

Employees working in, on or around construction activities should not wear earrings, necklaces, bracelets, or rings. Please follow all safety policies regarding this.

FIELD

E Light Electric Services, Inc. requires employees to dress in appropriate attire. Employees are responsible for ensuring that their dress and appearance project a positive business image to clients and to the public.

Employees will wear appropriate shirts with sleeves, long pants, and sturdy work shoes or boots. All clothing will be of a proper fit and condition so as not to constitute a safety hazard (e.g., no excessively baggy clothing; no excessively frayed or torn clothing). Clothing may not have any derogatory, offensive, sexually suggestive or degrading writing, symbols or pictures or language or logos of any other organizations. Employees may wear jewelry as long as the jewelry is appropriate and does not constitute a safety hazard (e.g., no loose or dangling necklaces, bracelets, rings or earrings). Pierced jewelry of a small stud type is allowed for pierced ears only. (no hoop, dangling or gauge earrings). All pierced earrings must be of a non-conductive material and all gauged ear-lobes must be completely closed with a non-conductive plug. Body piercing (other than earrings) shall not be visible. An excessive amount of visible tattoos may be inappropriate depending upon your job responsibilities and assignment. Similarly, employees will keep their hair and facial hair groomed so as to avoid safety hazards; or they will secure their hair and/or facial hair (i.e., wear a hair net) so as to avoid safety hazards.

It is recommended that all employees wear only 100 percent cotton clothing while on the jobsite as this can reduce the effects of arc blast damage. We also recommend that all footwear worn on the jobsite be rated for electrical insulation.

Service Technicians are issued uniform shirts that are not 100 percent cotton. Service Technicians are required to wear their uniform shirts while on duty unless they are performing any type of **energized** testing, troubleshooting, repair, addition or maintenance. Service Technicians are issued 100 percent cotton t shirts. Service technicians shall remove their uniform shirt and replace it with the 100 percent cotton t shirt before they perform any energized work. The cotton t shirt, instead of the uniform shirt, will be worn while doing any energized work, including situations that are classified hazard risk category 0 according to NFPA 70E, 2010.