

# THE [REDACTED] WORK ETHIC

## Appearance and Dress

The neatness and professional appearance of [REDACTED] employees inevitably influences opinions formed about [REDACTED]. Take pride in your appearance to positively impact our world-class organization.

[REDACTED] furnishes lab coats, uniforms and other needed apparel as required by various operations. It is at the discretion of management to determine which positions require uniforms, what is paid for and how frequently this occurs. When clothing is not provided, common sense as well as the following rules should guide you in your dress for work:

- Uniforms are to be worn where they are provided.
- Personal Protective Equipment must be worn as specified by your work area and the task you are performing.
- For your safety, sandals, open toed, open heeled, platform and elevated sole or heeled shoes should not be worn by production staff, or those routinely working in the manufacturing areas.
- Revealing clothing is never appropriate.

Business casual is the year round dress standard for our professional and office staff and management. Business casual does not include sweatshirts, jeans with holes, flannel shirts, sweatpants, overalls, leggings, mini-skirts, or beach shoes (flip-flops).

Ask your Supervisor if you have any questions about dress.

## Good Housekeeping

One sign of an efficient worker is the condition of his/her work area. An orderly station generally reflects an orderly, efficient performance. Neatness also reduces accidents.

Habits such as placing trash in the containers provided will keep your surroundings pleasant. Be thoughtful of your co-workers as well. Clean away your own empty cans and trash. Pick up after yourself in all areas. Clean lunchroom tables, microwaves, etc. after you use them. It's the neighborly thing to do.

## Personal Mail & Messages

Because of the heavy business mail load, personal mail should not be received at [REDACTED]. Telephones are provided as business tools, and therefore, personal use is to be minimized. Those without outside call capability at their workstations can use privacy workstations for outgoing calls. Incoming calls at work must be limited to emergency situations because these calls require work interruption. Non-emergency calls will not be patched through, nor will messages will be taken.