

## **6-17 Employee Dress and Personal Appearance**

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Work wear must be of professional appearance and in decent condition. Some employees may be required to wear uniforms or safety equipment/clothing. All employees must wear proper safety wear to include ear plugs, safety glasses, and footwear per OSHA. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire. Employees are expected to wear Michigan Gutters Inc. attire for all shifts. Incidents resulting in an employee having to return home to meet dress code requirements are subject to attendance point accrual. Employees are required to punch out should they need to return home to become compliant with this policy. Employees can use their employee clothing allowance that is allocated annually each year to meet these requirements.