



**Local Policy - Gladstone**  
*Effective: Upon shirts arrival – Tentative 2/24/20*  
**Hourly Employees Dress Code**

The purpose of this policy is to provide information on appropriate attire for the workplace.

It is the policy of FCM to reserve the right to require appropriate attire in the workplace to maintain the safety of our employees and the image of our company. All employees will be expected to abide by the dress code under the circumstances and/or environments that pertain to their particular situation. Failure to comply may incur disciplinary action.

**Procedure**

All employees are required to wear Faurecia branded shirts every scheduled work day.

**Hourly Associates:**

- Hourly Production Employees outermost layer of clothing must be a white Faurecia logoed shirt or sweatshirt; Maintenance employees will wear navy blue Faurecia logoed shirt or sweatshirt.

PC&L Material Movers are permitted to wear high-visibility clothing (vests and/or coats) over their white shirt while performing their normal job duties; when not completing job duties, said high visibility clothing should be removed, i.e. when at lunch or on break. Welders are also permitted to cover their white shirt with a weld jacket while in their Gap; upon leaving their Gap area the weld jacket must be removed.

- Employees are responsible for the cleanliness and maintenance of these shirts at the employees' expense
- 100% cotton shirts are required. No sweat pants, leggings, baggy/loose, torn or frayed clothing is permitted.
- Employees altering, or defacing company logo intentionally will be disciplined according to company standard related to "destruction of company property". This rule applies to clothing provided by the company and by the employee who purchased on their own.

Temporary employees assigned to Faurecia through a Staffing Agency will not be given any Faurecia logoed clothing and are required to provide their own but are still required to respect the guidelines that are outlined in this policy.

Approved by	Title	Signature	Date
Valdeci Viana	Plant Manager		2/13/20
Susan Schroeder	HR Manager		2/13/20