

Policy Number: 19	OCU Dress Code	REV. 3 Approved: 09-20-2021
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1.0 PURPOSE:

To define the guidelines for personal dress in the workplace.

2.0 REFERENCE DOCUMENTS:

- 2.1 Facilities' safety guidelines
- 2.2 Treatment of Each Other at Work Policy
- 2.3 Facility / Plant Specific Guidelines

3.0 GUIDELINES: All employees are expected to dress appropriately for their environment.

- 3.1 Cummins Inc. is a business casual work environment; however, all casual clothing is not suitable for the workplace.
- 3.2 Clothing that reveals too much cleavage, your back, underarm, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting. Skirt and shorts (refer to site specific policy if available) length should be appropriate for business setting.
- 3.3 Any clothing, accessories, or body art that have words, terms, or pictures that may be offensive to other employees is unacceptable (or must be concealed).
- 3.4 Certain footwear is not appropriate for all workplaces (flip-flops, open-toe, open-heel, etc.) Refer to site specific policy if available.
- 3.5 The policy above applies to all employees represented by the OCU unless there are Facility/Plant specific guidelines in place. Manager or Line HR representative should connect with the employee to communicate the details of the Facility/Plant specific guidelines.
- 3.6 Employees who travel for company business are expected to represent the company in a professional manner and dress appropriately.

4.0 RESPONSIBILITY: Employee, Manager, and Site Safety Leaders

AUTHOR: OCU Policy Committee

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APPROVALS:

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10/12/2021

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