

## **Personal Appearance and Dress Code -Murfreesboro**

Personal grooming and hygiene are critical to promoting a safe workplace and to reinforcing the company's professionalism. You are asked to wear articles of clothing suitable to the type of work you perform and the environment in which you work. Articles of clothing should be neat, clean, in good taste, and not constitute a safety hazard.

### **Unacceptable/Inappropriate working attire includes, but is not limited to:**

- Shorts, dresses, or skirts more than 2" above the knee.
- Inappropriate slogans or printing is not permitted.
- Tank tops, spaghetti straps, midriff tops, halter tops, sleeveless shirts (when your under arms are exposed to open drug product).
- Loose/excessively baggy, flowing clothing or jewelry that could become caught in machinery.

Over coats will *not* be worn in the production area, a light jacket will be permitted.

- Open toed shoes or sandals will *not* be worn in the production area.

Administrative employees should maintain a neat and professional appearance. Employees must wear proper business attire when interacting with customers or conducting CMOP business off-site.

All employees must display CMOP issued nametags or identification badges at all times while on CMOP premises.