

## **Dress Guidelines: Dress for your Day**

The Dress for your Day Guidelines (“Dress for your Day” or “dress guidelines”) allows non-uniformed employees discretion to select appropriate dress for the business of each workday. Dress for Your Day applies to **BI USA, Human Pharmaceuticals and Innovation Unit** employees in on-site and remote roles. Dress for your Day does not replace existing dress requirements for uniformed personnel, or others whose jobs specify a standard for dress for customer interaction, safety or other business reasons. It also applies to all business activity, whether you are onsite, offsite or using remote technology such as video conferencing meeting technology such as Skype.

While Dress for your Day is intended to be relaxed when employees have a workday that does not involve meetings with clients, vendors, company executives, or the like, the expectation is that employees will nevertheless wear clothing appropriate for the nature of our business and the type of work performed.

### **Dress for your Day clothing and appearance (including hair & fragrance) must:**

- Be well groomed
- Be neat, clean and professional
- Not expose an excessive amount of skin
- Not create a safety hazard
- Not distract or interfere with the ability of others to work
- Be consistent with the working environment or local customs

The following are examples intended to set a standard and eliminate ambiguity:

**Examples of Appropriate vs. Inappropriate Attire\***

***Pants***

Appropriate	Inappropriate
<ul style="list-style-type: none"> <li>• Dress pants, khakis or corduroys</li> <li>• Suit pants</li> <li>• Jeans (clean and free of rips, tears, fraying; not excessively tight, revealing)</li> <li>• Skorts, capris, leggings</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatpants</li> <li>• Exercise apparel</li> <li>• Short apparel – shorts, skirts</li> <li>• Ripped pants of any kind</li> <li>• Low-rise or hip-hugger pants</li> </ul>

***Shirts/Tops/Jackets***

<ul style="list-style-type: none"> <li>• Polo collar knit or golf shirts</li> <li>• BI Company logo shirts</li> <li>• Button down shirts</li> <li>• Sweaters, long or short sleeve</li> <li>• Short-sleeve blouses or shirts</li> <li>• Turtlenecks</li> <li>• Blazers or sport coats</li> <li>• Jackets</li> </ul>	<ul style="list-style-type: none"> <li>• Shirts with offensive writing or large logos (other than BI Company logo)</li> <li>• T-shirts or sweatshirts (except at special events)</li> <li>• Beachwear, tank-tops</li> <li>• Exercise apparel</li> <li>• Crop tops, clothing showing midriffs</li> </ul>
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***Shoes***

<ul style="list-style-type: none"> <li>• Loafers or tie shoes</li> <li>• High heels</li> <li>• Dress sandals with heel strap</li> <li>• Deck shoes, moccasins, dress boots</li> <li>• Casual, low-heel, open-back shoes (e.g., mules, sling backs)</li> </ul>	<ul style="list-style-type: none"> <li>• Flip flops, floppy sandals</li> <li>• Athletic shoes or tennis shoes (unless department specific)</li> <li>• Construction or hunting boots (unless department specific)</li> <li>• Slippers</li> </ul>
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\*Please note: These are examples and not an exhaustive list, when in doubt, please consult your Manager.

**Violations of the dress guidelines and action to be taken:**

Violations of the dress guidelines can range from inappropriate clothing items to offensive perfumes and body odor. If a team member comes to work in inappropriate dress, the team member **may be asked to go home**, change into appropriate attire or properly groom, and return to work. In this circumstance, employees will be required to use accrued but unused PTO time.

Remember, your **sound judgment is the best initial measure of appropriate attire**. If you have any doubt about a particular item of clothing, please check with your manager.

Employees with individual needs associated with religious observance or disability should consult with their manager or HRBP to discuss the dress guidelines.

Traditional business attire **is always acceptable** and your manager may require traditional business attire for certain meetings or events.

Violations will result in appropriate **disciplinary action, up to and including termination** for severe and/or repeated offenses. The Company reserves the right to change or modify the Dress for your Day Guidelines at any time without advance notice.