

	Department Procedure: Technician Dress Code	Doc No.: JIC-CS-P-055	Page 1 of 1
	Standard Clause(s)	Revision Date: 9/22/2017	Revised By: V.Frail
		Revision No. 1	Approved By: S. Ditner

Technician Dress Code

1.0 Purpose

To outline the appropriate dress code for technicians, maintaining professionalism.

2.0 Scope

Applies to all Jamesway technicians, contract or permanent.

3.0 References

N/A

4.0 Responsibility

All technicians are responsible for adhering to this dress code.
The Service Manager will provide Jamesway-branded clothing as required.

5.0 Procedure

- 5.1 Clothing and grooms play an important role in how we are perceived by our customers. All clothing choices should reflect an air of professionalism.
- 5.2 The following clothing items are required when on site at a customer:
 - 5.2.1 Jamesway-branded items such as polos, t-shirts, sweaters and jackets
 - 5.2.2 Work pants
 - 5.2.3 Steel-toed work boots
 - 5.2.4 Safety glasses
 - 5.2.5 Hard hats or bump caps where required by the customer
 - 5.2.6 Hearing protection as required
 - 5.2.7 High visibility clothing where required by the customer
- 5.3 The following attire is unacceptable:
 - 5.3.1 Shorts
 - 5.3.2 Crop tops
 - 5.3.3 Muscle shirts
 - 5.3.4 Any clothing in disrepair
 - 5.3.5 Open-toed shoes
 - 5.3.6 Any clothing with questionable/inappropriate messages

6.0 Revision Table

Revision	Change Description	By Whom	Date
0	Initial issue	V.Frail	7/4/2017
1	Added Approved By S. Ditner and released	G. Palmer	9/22/2017