	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: PERSONAL APPEARANCE	EFFECTIVE DATE: 04/01/87 REVISION DATE: 2021
	POLICY NO. 403	Page 1 of 2
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

This Policy covers all non-union associates employed by Perdue Farms, Inc. and all its subsidiaries and, where required by law, applicants for these entities.

I. SUMMARY

This policy defines guidelines for acceptable standards of personal appearance for all Perdue associates.


II. POLICY

- A. It is the expectation of Perdue Incorporated that all associates will report to work dressed in a professional manner. An associate’s particular job should dictate what type of apparel should be worn. In areas such as the print shop, hatcheries or processing plants, casual apparel is acceptable at all times as long as the clothing worn is clean, not offensive, not graphic, is not soliciting thoughts or ideas, complies with all safety and food safety protocols, and is not revealing.
- B. Personal appearance also includes maintaining good personal hygiene and a clean appearance. Associates must follow Government regulations when handling food products and/or special lab techniques and dress appropriately. Associates must present a professional image appropriate to the worksituation.
- C. Every Perdue associate’s appearance contributes both to our company’s image and our workplace environment for productivity. Even though we have adopted a Dress Code to enhance office comfort, personal appearance should reflect a professional appearance, good taste and good grooming. Clothing should always be appropriate to the business atmosphere, even on our “dress down days.”

III. GUIDELINES FOR CORPORATE OFFICES (including satellite locations) & PERDUE AGRIBUSINES (ZCR) LOCATIONS

A. General:

1. Slacks including tailored khakis and dress Capri Pants (mid-calf length or longer), but not jeans, leggings or tight-fitting pants
2. Dresses, skirts, jumpers, culottes, skorts or split skirts with appropriate hem lines (not more than three inches above top of knee)
3. Shirts that have a collar and sleeves
4. Shoes, but not athletic shoes, sandals or flip-flops

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B. Dress-Down Days:

1. Jeans or Capri Pants (mid-calf or longer), shirt with collar and sleeves, athletic shoes are acceptable - No T-shirts or sweatshirts

C. * Never Appropriate During Work Hours:

1. Ragged/torn jeans; exercise clothing
2. Clothing with offensive slogans or graphics
3. Shorts, walking shorts, bare midriff tops, crop tops, tank tops, or beach type wear
4. See-through clothing
5. T-Shirts or Sweatshirts

Nothing in this policy is intended to discriminate against an associate's sincerely-held religious beliefs. Associates who may need an accommodation based on a sincerely-held religious belief or practice can contact Human Resources.

If an associate's appearance fails to meet the standards outlined above, as determined in the Company's sole discretion, the associate may be sent home (without pay, if applicable and permitted by applicable law). Further violation of this policy may result in to disciplinary action, up to and including discharge.

IV. RESPONSIBILITIES

It is every associate's responsibility to maintain a proper personal appearance that will not prevent them from performing their job satisfactorily. It is the supervisor's responsibility to counsel any associate who is not using good taste or good business sense in their dress and/or appearance and, if necessary, may send the associate home.

The Vice President of Human Resources retains the authority and responsibility for this policy. Questions concerning the meaning or interpretation of this policy should be referred to the appropriate Director of Human Resources. Any circumstances that require waiver from the policy must be coordinated through the Vice President of Human Resources.