

To all employees;

Shirts with collars are highly recommended but are not mandatory unless this is the policy of the Main Contractor or Client at the jobsite you are working on. As of August 18, 2010 Houston Controls employees will not be required to wear a collared shirt on all jobsites. T-shirts are acceptable as long as the shirt is not cut off on the bottom, and are tucked in the pants. Shirts cannot have the sleeves or the collar cut out, or the sleeves rolled up. Do not wear T-shirts that have pictures or emblems on them that could be considered offensive to another person.

Employees are expected to dress appropriately for the job. In determining what employees will wear, the following factors should be considered.

1. The nature of the work to be performed.
2. Safety considerations, such as necessary precautions when working near machinery, chemicals, or hazardous waste.
3. The nature of the employee's public contact.
4. Follow the Personal Protective Policy required by the customer.

The employees required to wear flame retardant clothing (FRC) are allowed to wear a collarless shirt under the FRCs since the FRCs have collars.

Long sleeve shirts with collars are required if your job task includes or is in the near proximity of:

1. Welding
2. Grinding
3. Possible contact with hot process lines
4. Machinery that could produce metal shavings / wood chips or other potentially dangerous debris.

Even though it is not policy to wear long sleeves, it is highly recommended. At no time shall any employee be allowed to work with large unpatched holes in their shirts or pants.