



Dow Corning Corporation Center Site: Site Policies

Title:	Dress Code	Dow Corning Internal
Approved by:	Peggy Gerstacker	Approval Date: 9/25/07

SCOPE

This document lists the policy for appropriate dress at the Dow Corning Center.

PURPOSE

Dow Corning established a “*casual*” dress code for its Center Site and associated buildings in 1991. It is important to maintain these guidelines for future reference.

POLICY

It is not our intent to dictate a dress code, as your manager should decide what is appropriate for your work environment. While *casual business attire* is acceptable, good judgment should be the guide, with the understanding that we do have customers and other visitors at the site every business day.

Our intent is to provide guidelines that support a spirit of professionalism not only toward our external visitors but also toward our coworkers.

These guidelines should take into account the appropriate dress to carry out the requirements of your job and must not be offensive to anyone. For instance, if you have a special job in the lab or a records clean-out day, your manager may determine that blue jeans are appropriate for you under those circumstances.

As a general guideline, these items are not appropriate:

- Blue jeans and bib overalls in office areas
- Shorts and T-shirts (except after hours when air conditioning is turned off)
- Sweatshirts
- Clothing with advertisements or inappropriate logos and writing

Casual Friday Dress Code will be allowed per the Human Resources Global Business Process Guideline.

DOW CORNING**Dow Corning Corporation Center Site: Site Policies**

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Change History Table:

Description	Date	Authorizer
New Policy	1-01-04	Dan Latal
Update Policy	2-27-06	Dan Latal
Reviewed and approved by new Site Manager. Added change history table.	9-25-07	Peggy Gerstacker

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Dow Corning Corporation

DOW CORNING INTERNAL

Global Business Process Guidelines: Casual Friday Dress Code

Inappropriate Attire

- Jeans with holes or frays
- Shorts of any kind
- T-shirts with cartoon characters, sports team logos or slogans
- Hooded sweatshirts
- Athletic wear
- Sleeveless shirts (men)
- Crop or halter-tops
- Spaghetti straps
- Flip-flops

Annual Review

Dow Corning will review the Casual Friday Dress Code Guidelines annually and revise as appropriate.

Final authority with respect to interpretation and administration of these Guidelines rests solely with Dow Corning.