

General Policies and Procedures

Dress Code

Symmetry expects you to be well groomed, clean and neat at all times. Work attire should help create an environment that reflects an efficient, orderly, and professionally operated organization.

Use good judgment when dressing for work. Safety should always be the first consideration. The proper personal protective equipment must be worn at all times for the job being done. Cleanliness of each of our facilities is of the utmost importance, so is each employee's personal hygiene, including: clean nails, teeth, hair, shoes, body and clothing. Below is a list of guidelines for attire. If you have questions please see your HR Manager.

- No open shoes or sandals in the manufacturing area. Shoes must be complete with full toe, heel and sides. It is advisable that footwear have non-slip soles.
- Due to metal chips on the floors at times, it is advised that socks be worn and ankle high socks should be worn with shorts.
- Due to the varied manufacturing processes between facilities, shorts are not permitted in some facilities. In facilities where shorts are permitted, sports shorts may not be worn (e.g., soccer, spandex or bicycle shorts).
- Shorts are not permitted in the following areas; Maintenance, Electro-polish, Welding and/or safety sensitive areas.
- In areas in which shorts are permitted, the shorts must be of appropriate and reasonable length (no more than 3 inches above the knee) for the work environment.
- No evident holes or strings hanging from denim jeans.
- No loose or baggy clothing which could get caught in a machine.
- All tops and shirts must cover the back, shoulders, midriff and be long enough to be able to be tucked into pants, shorts, etc.
- Long hair which may get caught in operating machinery must be pulled back and secured.
- Jewelry which may get caught in machinery should not be worn.

Other forms of improper dress are handled on an individual basis. Your manager has the authority to make the ultimate decision as to what is acceptable. Business casual attire is appropriate for office employees unless business needs require otherwise.

Telephone Usage

Incoming telephone calls should be for emergencies only, as lines must be kept open for our business. Private cell phones should not be used during working hours except in the event of emergencies or company business. There should be no texting on your cell phone during working hours. Cell phones should never be used while operating any type of machinery. No employee is allowed to use cameras on phones in the workplace unless the taking of photos is specifically authorized by Symmetry. Please see the following Cameras and Camera Equipped Mobile Devices Policy for additional information.