



May 24, 2018

Kentucky Truck Plant

Labor Relations Bulletin

Guidelines for Appropriate Hourly Work Attire

OVERVIEW:

To maintain consistent hourly employee work attire for all Ford Motor Company locations, below are guidelines that locations should use in their work attire policies. This list is not meant to be an all-inclusive list. Also, it is not meant to replace a location's current existing work attire policies where a uniform or personal protective equipment is required.

FOOTWEAR

Safety shoes are strongly recommended for wear in the plant. Footwear with fully enclosed leather or leather-like upper shoes with slip resistant soles and less than one (1) inch heels are standard for the plant floor. **(NOTE: Some jobs may require steel toe footwear, refer to OIS/JSA)**

Employees may **NOT** wear

- Soft canvass shoes
- Mesh tennis/running shoes
- Sandals/flip-flops
- Open toe or open back shoes
- High heels and/or platform shoes) (greater than 1 inch)
- Deck shoes

PANTS

Employees on the plant floor must wear full-length pants unless shorts are permitted in your work area. Pants must cover your backside and may not hang low on your body due to safety concerns. Dresses or skirts are **NOT** permitted on the plant floor.

- Yoga/exercise pants are acceptable; however, they must not be see-through or extremely thin.
- Appropriate undergarments should be worn and those undergarments should not be visible.

SHORTS

Shorts can be worn as long as they are no shorter than mid-thigh and should be loose fitting for those areas that do not require complete coverage for PPE.

SHIRTS

Shirts should cover your chest, torso and midriff area. Tank tops are permitted on the plant floor as long as they provide the required coverage, and as long as sleeves are not required as PPE for the area of work. Halter-tops with an open back, tube tops, camisoles and shirts tops with draping sleeves, tassels or fringes are **NOT** permitted.

- Profanity, inappropriate or insensitive language on clothing is not permissible
- Sweatshirt or clothing that have hoods should not be worn over the head while in the plant due to impairment of peripheral vision
- All shirts should not be see-through or made of extremely thin fabric

ADDITIONAL KEY POINTS:

Employees must be prepared to work at the start of the shift. Failure to wear or have proper work attire may result in loss of wages and/or corrective action. This information on appropriate work attire cannot address every situation. Management will determine what is and is not appropriate work attire. Please contact your local Labor Relations office to ensure compliance.

There will be a 90-day transition period, however, everyone should ensure they are wearing proper work attire.

Ted Williams,
Labor Relations Supervisor
Kentucky Truck Plant