



INDIANA HARBOR BELT RAILROAD COMPANY  
2721 – 161ST STREET, HAMMOND, IN 46323-1099

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**Date:** January 8, 2018

**To:** All Non-Agreement Employees

**From:** Human Resources

**Subject:** Dress Code

As representatives of the Indiana Harbor Belt Railroad Company, employees are expected to dress in appropriate attire and to adhere to standards of grooming that represent a professional and businesslike image consistent with the policies and practices for their specific work location. In general, the IHB's normally required attire is defined as "business casual", Monday through Thursday. Friday, Saturday and Sunday should still be professional but a more relaxed business casual will be permitted (as defined below).

**FIELD ENVIRONMENT**

While working in any areas outside an office space, all non-agreement employees must present a professional appearance. The expectations are as follows:

- Compliance with personal safety equipment rules is mandatory.
- Men must wear a clean, pressed, collared shirt that can be either long or short sleeved, and/or a sweater if the weather so requires. Pants should be professional in appearance but can be made of durable material. Sweat pants are prohibited at all times. Jeans may be worn on Friday, Saturday and Sunday **only**. Jeans shall be neat, clean and professional in appearance.

- Women must wear a clean, pressed blouse or sweater. Women working in the field shall wear pants that are professional in appearance but can be made of durable material. Sweat pants, yoga pants and leggings are prohibited. Jeans may be worn on Friday, Saturday and Sunday **only**. Jeans shall be neat, clean and professional in appearance.
- Shoes must comply with the personal safety equipment rules.

### **OFFICE ENVIRONMENT**

While working in an office space, all non-agreement employees must present a professional appearance. The expectations are as follows:

- Men must wear a clean, pressed, collared shirt that can be either long or short sleeved, and/or a sweater if the weather so requires. Men must wear dress pants or other professional pants if field work may be required. Sweat pants are prohibited at all times. Jeans may be worn on Friday, Saturday and Sunday **only**. Jeans shall be neat, clean and professional in appearance.
- Women must wear a clean, pressed blouse or sweater. Women should wear a dress or skirt of an appropriate length or dress slacks. Women who may be required to work in the field shall wear pants that are professional in appearance but can be made of durable material. Sweat pants, yoga pants and leggings are prohibited. Jeans may be worn on Friday, Saturday and Sunday **only**. Jeans shall be neat, clean and professional in appearance.
- Shoes must be clean and professional. Flip flops and gym shoes are prohibited.

The following clothing items are prohibited in the field or office environment:

- Torn/ripped or dirty clothing
- Shorts
- Halter-tops
- Sweat pants, yoga pants or leggings
- Shirts with large lettering or slogans
- Tops that fail to cover appropriately

Anyone reporting to work improperly dressed or groomed may be instructed to return home to change clothes or other appropriate discipline action may be taken. You should direct any questions about what may or may not be worn to Human Resources before wearing a questionable piece of clothing to work.

If you have any questions, please contact Nicole Moore Parchem in Human Resources, 219-989-4923.