

Dress Code

At APNA the appearance of all employees should reflect the highest standards of professionalism. Employees should always be well groomed, and their attire should be appropriate to their job position. Let common sense and good taste be a guide, remembering that each employee contributes personally to our customer's confidence in the Company through the image of professionalism which is projected.

Clothing should never be worn that is stained, wrinkled, frayed, ripped, or revealing. Manufacturing employees are issued uniforms to wear during their shift. Damaged uniforms should be tagged and turned in for tailoring or replacement. While out in the manufacturing area all employees must wear the appropriate personal protective equipment (PPE) for the designated area. Any employee who enters the plant is required to wear steel toed boots or proper foot covers provided at reception.

Fitness wear that reveals too much of one's back, chest, stomach or underwear is not appropriate for the fitness center and could be subject to a dress code violation.

All other employees are expected to observe the guidelines for appropriate attire. On Monday through Thursday, business casual attire is acceptable unless specified otherwise. Fridays are designated as casual days, when (except as otherwise noted) employees are also permitted to wear jeans and tennis shoes. Regardless of the day, employees are required to wear business attire when meeting clients, or as needed or requested.

THE FOLLOWING ARE GUIDELINES FOR BUSINESS CASUAL AND CASUAL ATTIRE:

Appropriate		Inappropriate	
Casual Slacks	Capri Pants	Graphic T-Shirts	Leggings
Casual Skirts	Dress Sandals	Halter Tops	Shorts (any length)
Collared Shirts	Sweaters	Tube Tops	Sweatpants
Polo Shirts	Khakis	Sweatshirts	Jeans*
Blouses	Dresses	Backless or sheer tops or dresses	Tennis Shoes*
Blazers or sports coats	Sleeveless blouses <i>(must be 3 fingers in width)</i>	Spaghetti straps	Flip-flops
		Spandex	Exercise wear

**Items are appropriate for Casual Friday only*