



North American Lighting, Inc.

A **Koito** Group Company

Dress Code - Business Attire Policy

Policy Number: PER – 008A

Effective Date: 5/9/2000

Revision Date: 1/1/2026

PURPOSE: This policy is designed to help all employees (“Team Members”) of North American Lighting, Inc. (“NAL”) provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and NAL. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

SCOPE: This policy applies to salary and office personnel unless otherwise approved by the Corporate Human Resources Department.

PROCEDURES

NAL department managers may exercise reasonable discretion to determine appropriateness in Team Member dress and appearance. If a manager determines that a Team Member’s attire or appearance is not appropriate as outlined in this policy, he or she may take corrective action. Progressive corrective action will be applied if dress code violations continue. Reasonable accommodations will be made when required.

Basic guidelines for appropriate attire

NAL expects Team Members to dress appropriately in business casual attire.

Some departments may require specific guidelines that differ from the business casual guidelines. When meeting with customers or vendors, business dress guidelines must be observed, unless specifically advised otherwise by management.

Team Members must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing that represents our company well. A Team Member must strive to maintain a professional working environment through the use of appropriately sized, buttoned and cleaned attire. All apparel of any kind may not contain a logo or verbiage that is obscene or violates NAL policy. It should not include non-work-related political messaging, provocative messages, disparagement towards NAL’s products, or represent a competitor of NAL. Any clothing items that cause disruption or distraction in the workplace, such as excessively tight, short, or revealing items are inappropriate.





Business casual is defined as follows:

1. **Casual shirts:** All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts. Men should wear shirts with a collar unless allowed otherwise. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, sleeveless, camouflage and crop tops. In specified circumstances, T-shirts may be approved and provided for specific events as approved by management.
2. **Pants:** Casual slacks and trousers. For female Team Members, leggings are appropriate only when worn with a tunic. Examples of inappropriate pants include shorts, camouflage, sweatpants, athletic pants, flannel pants, and pants worn below the waist or hip line. In specified circumstances, jeans may be approved.
3. **Skirts, Dresses, and Skirted Suits:** Skirts and dresses must be of an appropriate length for a professional setting. The hemline of skirts and dresses must be at or just above the knee but no higher than **2 inches above the knee** when standing. Garments that are excessively tight, sheer, or revealing are not permitted. Slits in skirts must also comply with the length requirement and should not extend beyond mid-thigh. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.
4. For safety reasons, Team Members working on the production floor may be required to wear pants, as outlined in policy PER-008H: Dress Code – Production Team Members.
5. Any clothing items that cause disruption or distraction in the workplace, such as excessively tight, short, or revealing items are inappropriate. Clothing must be modest and workplace appropriate.
6. **Footwear:** Casual slip-on or tie shoes, dress sandals and athletic shoes if approved by your location or required as part of your job. Shoes should provide good foot protection and comfort with good arch and heel support. A good (dress or casual) “walking shoe” with rubber soles and/or heels are suggested. Examples of inappropriate footwear include loose sandals and flip-flops. If your job requires that you work on the production floor, you must wear the approved footwear for the area in which you work. When working on the production floor, all shoes must be close toed and steel toes may be required.
7. **Hair** that hangs below the shoulder should be **pulled back & secured** to ensure it cannot get caught in equipment or other objects. Beards should also be kept trim and not long enough to be caught up in equipment. This applies to everyone entering the plant.
8. **Fingernails** must be a length of no more than ¼ inch-long and/or they must be such a length that they do not cause the following: unsafe handling of materials, awkward posture when handling product, gloves to tear during use, damage to the product or impede production.





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9. If your job requires that you work on the production floor, you may wear a baseball type hat at your discretion. Your hat must be neat and clean, and not contain a logo that is obscene or violates NAL policy. It should not include non-work-related political messaging, provocative messages, disparagement towards NAL's products, or be the logo of a business competitor. No knit (linen) sock/stocking caps are allowed in the manufacturing areas. Sock/stocking caps are allowed in dock areas when exposed to cold weather.
10. If your job requires that you work on the production floor, you may be allowed to wear jeans with a business casual shirt. This does not include t-shirts or other inappropriate attire as defined above.
11. All apparel of any kind may not contain a logo or verbiage that is inflammatory, provocative, disparaging toward NAL or its products, or represent a competitor of NAL.

NAL ISSUED SMOCKS and UNIFORMS

- NAL issued Smocks or uniforms may be required in designated areas or in some facilities. NAL issued Smocks or uniforms provide identification of Team Members and their role.

SMOCKS:

- Green Smocks: New Processing and Assembly Team Members for the first 60 days of employment.
- Navy Blue Smocks: Full Time Processing and Assembly Team Members with more than 60 days of employment
- Maroon Smocks: Team Leaders, Certified Training Operators (CTO's), Training, Quality Auditors, Specialists, and Sorters
- Hi Vis Yellow Smocks: Salaried and Management Team Members
- Hi-Vis Yellow Vests: Material Handlers
- Newly hired Team Members will receive one (1) designated smock for the first 60 days of employment.
- Team Members with more than 60 days of service will receive two (2) designated smocks.
- It is the responsibility of the Team Member to turn in smocks in designated areas of the facility to be cleaned, or Team Members may launder their own smock. Smocks must be neat and clean in appearance.
- Damaged or worn-out smocks must be returned to HR in order to receive a replacement smock.
- Team Members will be responsible to pay for smocks that are not turned into HR upon termination of employment. This cost may be deducted from Team Member's last paycheck.
- Smocks must be worn on the production floor, with the exception of arriving or leaving work.
- Smocks should not be worn outside of the plant to limit contamination issues.





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UNIFORMS:

- NAL-Issued Uniforms: Maintenance, Technicians, Tool & Die, Master Technicians, and Tool Room Team Members
- Sets of uniforms issued may vary depending on position and facility.
- It is the responsibility of the Team Member to turn in uniforms in designated areas of the facility to be cleaned. Team Members may not launder their own uniforms. Uniforms must be buttoned up properly and be neat and clean in appearance.
- Flame Resistant Clothing (FRC) uniforms will be considered damaged if laundered by the Team Member. The Team Member will be responsible to pay for damage caused to uniforms laundered by the Team Member.
- Team Members will be responsible to pay for uniforms that are not turned in to HR upon termination of employment. This cost may be deducted from Team Member's last paycheck.
- Please check with your local Human Resources Department for further information.

Smocks, vests, and uniforms must be worn while working in the plant. Smocks should not be worn outside of the plant to limit contamination issues. Smocks should be buttoned (top 2 can be unbuttoned) & cannot be tucked in or altered. Proper attire should be worn under smocks/vests that meet NAL dress code. Material Handlers should wear hi-visibility yellow vests. Uniform shirts should be neat, clean, and tucked in. Badges should be kept under smocks/vests or in an area to avoid scratching lamps yet accessible when asked to confirm identification.

Clothing and grooming styles dictated by religion or ethnicity may be exempt upon approval of the Corporate Human Resources Department.

This policy is not intended to be all inclusive but should serve as a guide on how we represent NAL. There may be changes and/or clarifications provided as necessary in the future. Please contact the Human Resources Department with any questions or concerns.

