

# Abbott Personal Appearance Policy

It is essential employees' attire be clean and safe to work in. The following guidelines are intended to establish a standard, recognizing that unique aspects of work in particular departments may require adaptations. Supervisors are given flexibility to interpret and apply these standards appropriately. Enforcement is the responsibility of the supervisor based on safety and professionalism.

- Each employee will present a suitable appearance at work. T-shirts and jeans are allowed but all clothing must be clean and in good repair.
- Clothing must not interfere with the ability to perform job functions, to perform work safely, and to properly wear personal protective equipment (PPE).
- Employees may not wear clothing or jewelry with words, slogans or images inappropriate to a professional work environment. Examples include and are not limited to profanity, nudity, alcohol, tobacco, drug symbols or jargon.
- Employees must avoid wearing jewelry that could be hazardous to the employee or create quality issues for our products. Examples: Long necklaces or earrings which could get caught on machines, also earrings which hang beyond earlobes and could possibly fall off during packaging.
- Clothing that inappropriately exposes body parts or underclothing is not permitted.
- Shoes must be worn and must be clean and in good repair. In some departments open toed shoes or shoes with a high heel cannot be worn for safety reasons. Steel toed boots are required in certain positions where employees may be exposed to heavy objects.

## Examples of inappropriate attire:

Ripped, torn or frayed jeans, sweatpants, exercise and/or athletic type of pants, shorts, camouflage, bib overalls, pajamas, leggings, and any spandex or other form-fitting pants and pants worn below the waist or hip line.

Mini-skirts, skorts, sundresses, beach dresses, and spaghetti-strap dresses.

Tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Do not wear athletic slides, thongs or flip-flops, and slippers. Closed-toe and closed-heel shoes are required in the manufacturing operation area.

Hats are not appropriate in the office. Headcovers that are required for [religious purposes or to honor cultural traditions](#) are allowed.

Please also remember that in certain areas, there are additional Personal Protective Equipment (PPE) and Contamination Prevention Equipment (CPE) requirements. For your reference, the Ensuro policy is attached: S-018 vM.0 Personal Protective Equipment PPE and Contamination Prevention Equipment (CPE) Program.

