



## **Uniform Guidelines for *redi-Group* LLC on site at BMW MC**

**Effective: August 20, 2013**

### **Purpose of the Uniform**

In order to promote a spirit of teamwork, *redi-Group* LLC has modified our company guidelines for the BMW plant in Spartanburg, SC. Uniforms remove formalities and barriers to open communication while also projecting the image of the Plant as a clean, attractive, and professional workplace. Additionally, uniforms minimize the possibility of scratches and damage to the BMW product by exposed fasteners and protect associates by reducing the likelihood of being caught in equipment or machinery.

### **Guidelines**

Employees must comply with uniform guidelines of *redi-Group* and BMW MC. Failure to comply with these guidelines could result in the employee not being allowed to enter BMW MC facilities, remain in BMW MC facilities, or to work until he/she is dressed appropriately.

Due to safety and quality, specific clothing may be prohibited from being worn in specific departments at any time. Each department may also have additional, more specific uniform guidelines for individuals performing work in that department. Currently, TS-2 (Body), TS-3 (Paint), TS-4 (Assembly), and TS-5 (Analysis Center Workshop, CMM Room, and Product Audit) have developed department-specific guidelines. All individuals performing work in a department with department-specific guidelines must comply with that department's guidelines.

Note: To help clarify what parts of BMW MC facilities are considered production areas, green lines on the floor designate entrances to production areas. Employees entering production areas must wear safety shoes and safety glasses.

#### General Guidelines:

- *redi-Group* employees must wear a company uniform consisting of a logo shirt and pants that do not pose a mutilation risk and comply with the guidelines of the department in which they are performing work.
- Any insignia, other than the *redi-Group* logo, are unacceptable.

#### Shirt Guidelines:

- Shirts must contain the company logo on the shirt. For ST associates: navy blue and light blue are the appropriate Polo shirt colors. For QSB, QSB+, LQSB, Audit, Pre-Delivery, and Agile1 associates: blue tones and white are the appropriate Polo or button-down and dress shirt colors. Existing employees are asked to replace worn out shirts with the new shirts in the above colors.



- Shirts must be buttoned appropriately at all times.
- Shirts must have sleeves and cover the stomach, e.g. no tank tops or cut off shirts.
- Shirts must not contain any language or imagery.

#### Pants Guidelines:

- Pants must be full length. No capris or short pants are allowed. Pants must not be rolled up.  
Jeans and pants with studs and/or exposed zippers are not allowed at any time.  
Preferred colors are dark gray, dark blue, khaki, and black. Existing employees are asked to replace worn out pants with the new pants in the above colors.

#### Shorts Guidelines:

- ST employees are approved to wear shorts or capris.  
Preferred colors are dark gray, dark blue, khaki, and black.  
Existing employees are asked to replace worn out pants with the new pants in the above colors.
- Shorts must be long enough to touch the kneecap. No alternative lengths will be permitted.
- Undergarments should not extend below the shorts. Shorts should be worn around the waist not falling below the hips. Employees must not roll up shorts.
- Due to the safety impact, shorts could be prohibited in specific team areas in the future.

#### Shoe Guidelines:

- Only closed-toe, closed-heel shoes may be worn in the plant. This includes the K-platz, office areas, and off-site BMW MC facilities.
- Shoes need to meet ESD (electro static discharge) requirements and be steel- or composite-toe in all areas of production. No metal eyelets or hooks are allowed. These shoes can be purchased at any industrial shoe store (you must be aware of all BMW requirements prior to purchasing shoes.) In addition, there is a weekly shoe truck in front of the BMW main entrance.

NO



YES



#### Accessory Guidelines:

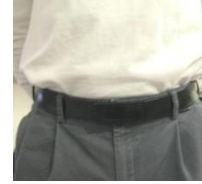
- No Belts with buckles are allowed. It is preferred that watches, and jewelry be removed at all times in production process areas. Covering certain items is acceptable as well.
- Scarves or ties may be worn in non-production areas as long as they are not offensive.



NO



YES



NO



YES



Additional Guidelines:

- Apparel with exposed metal zippers, buttons, clasps, rivets, etc. (i.e. non-approved denim) are not permitted in production areas.
- Non-tinted safety glasses with fixed side shields must be worn in production areas (including pedestrian aisles) at all times. This includes the beginning and end of shift and when production is not running. ST employees will receive one pair of non-prescription safety glasses from their supervisor. Prescription safety glasses or permanent side shields for every-Day glasses must be purchased either from BMW IHS or through your personal optometrist.
- Buttons, (except for non-metallic buttons for closing purposes), pins, etc. may not be worn on clothing.
- BMW issued ID badges authorizing *redi-Group* employees to be in BMW MC facilities must be on persons at all times.