

Decostar

Uniform and Dress Code Policy

Each employee represents Decostar through their work, actions and appearance. Dress and personal cleanliness standards contribute to the morale of all employees and affect the business image. Decostar presents to customers and vendors. Decostar provides uniform shirts to all employees unless specified differently below in the apparel chart. All Decostar employees will be required to wear their uniforms daily. Fridays and weekends only will be considered a casual dress day. On casual dress days, any Magna company logo shirt and hat can be worn along with the approved pants and shorts. If a customer visits on casual dress days, employees may be requested to wear uniform attire. Decostar expects you to have good personal hygiene habits.

(This policy outlines the general guidelines and cannot possibly address all types of work attire which Decostar staff and management may encounter. Decostar management will notify individuals whenever inappropriate and/or safety-related dress code violations are noted. Your cooperation is mandatory.)

Dress Code

It is important that employees dress in a manner that doesn't distract others from performing their work safely, protects our product and doesn't offend co-workers. Our dress code applies to all employees.

1. Pants and shorts:

- The length of shorts can be no shorter than 4 inches above the knees.
- Shorts cannot be worn in areas where there is greater exposure to sharp edges or if the work is related to technical areas such as maintenance, tooling, die setters etc.
- Pants must be worn at waist level above the hips.
- Pants should not have exposed rivets, rhinestones, or other such material that could cause quality or safety concerns.
- Dark colors (dark gray/black) are required. No khaki's.
- Spandex, exercise (ex. leggings, jeggings, etc.), sweatpants or wind pants are not allowed.
- Form-fitting stretch pants without rear pockets are not allowed.
- Pants and shorts with holes should not be worn.

2. Shoes: Must fully enclose the feet for wear in production areas. Steel toe shoes are required for designated PPE areas.

3. Undershirts: Long sleeve undershirts can be worn under Magna shirt as long as its Magna approved colors red or black.

4. Sweatshirts/Pullover: Black crewneck with the approved Magna logo can be worn as the outer most layer. Hood, zippers, rivets, rhinestones or other such material that could cause quality or safety concerns are not allowed.

Order Placement

Group A (see table below) new hires eligible for company provided shirts will complete a manual order form during orientation that HR will submit to uniform company. Group B will receive shirts in orientation.

Team Member Shirt/Apron/Vest Non-compliance

2 options

1. Replacement Team Member shirt/apron/vest to be picked up in tool crib for \$20 payroll deduction
2. Missing Shirt, vest and/or apron, Team Member will be sent home with no pay and the time needed to correct the situation will count against attendance.

Work-related damaged shirt/apron/vest

Replaced for free but Team Member must get supervisor approval. Once damaged item is turned in, replacement can be picked up in Tool Crib. **Max of 2 free replacements per year.**

Lost shirt/apron/vest

Team Member responsibility to replace.

Termination/Resignation

In the event if an employee is terminated for cause or resigns, apron or vest must be returned or \$20 payroll deduction.

Temporary Employees:

Temporary employees will be provided 2 shirts by the temporary staffing company. More can be purchased by employee upon request. Once you get hired in full-time, while waiting for the first batch of Magna uniforms to come in, you will be required to wear the shirts provided by the temporary staffing company. Temporary Agency will keep extra shirts for non-compliance.

Annual Uniform Allowance

Employees who have been with the company for at least 6 months will receive a credit amount on the apparel website in January of each year.

Birthday

Employees will receive a \$5 credit for their birthday each year to go towards an apparel purchase in lieu of the Wal-mart gift card.

Protective Clothing Policy**In designated PPE areas, the following applies for employees and visitors:**

Accessory Requirements:

1. Rings - all rings must be either removed or covered with special ring tape or guard (supplied by Decostar upon request).
2. Watches - Watches must be either removed or covered with a Decostar provided watch cover (supplied by Decostar upon request).
3. Belt Buckles - Any belt buckle worn must be covered by a Decostar provided belt cover (supplied by Decostar upon request). Safety vest does not act as belt protector.
4. Vest and Apron – Every Decostar employee will be required to wear a red vest or apron. Visitors will be identified with yellow vest. Orange and Green Vest will not be permitted.

Other Guidelines:

1. Key chains, tools, bracelets, dangling earrings, loop earring (only stud earrings not to exceed 2 inches), zippers, buttons, badges, clothing with sharp objects must be covered with a protective apron or worn in such a manner that they will not potentially damage parts.
All employees handling production parts are required to wear a company provided apron.
2. Necklaces must not be worn outside of clothing.
3. Uncovered fingernails must not exceed 1 inch in length as measured from the cuticle to nail tip. For nails exceeding one inch, Decostar provided gloves must be worn at all times when coming in contact with parts.
4. Hat – If you choose to wear a hat during your shift, it must be a Magna red or black hat.

Should an employee be identified in violation of these guidelines he/she will be subject to corrective action discipline up to and including termination. Additionally, the employee may be sent home with no pay and the time needed to correct the situation will count against attendance.

Supervisors, Area Managers and Senior Managers will monitor and enforce these guidelines.

Personal Protective equipment and/or clothing will be provided for regular full-time Decostar employees holding eligible classifications or performing job assignments per the following table and guidelines.

	Self Wash				Lab Coat	Cintas Uniforms	Yellow Vest
	Magna Polo	Blended t-Shirt	Red Aprons	Red Vest		Uniforms	
Group A							
All Salaried	x			x			
Interns	x			x			
Group B							
All Hourly (except where noted below)		x	x				
Forklift Drivers		x		x			
Production Clerks		x		x			
Group C							
Assembly Maintenance Tech & TL						x	
Automation Tech & TL						x	
Carrier Maintenance Tech & TL						x	
Crib Attendant						x	
Fabricator						x	
Lab Tech (Mold & Paint)		x			x		
Material Handler						x	
Mold Maintenance Tech & TL						x	
Mold Process Tech & TL						x	
Mold/Die Setter						x	
Paint Maintenance Tech & TL						x	
Paint Mix Room Tech & TL						x	
Robot Tech & TL						x	
Tooling Tech, Lead & Apprentice						x	
Welder						x	
Group D							
Temporary Team Members (except where noted below)			x				
Temporary In-training Team Members							x
Temporary Forklift Drivers				x			
Group E (Visitors, Contractors, Suppliers)							x

Group A (Company Provides):	3 black and 2 red polo Employees can independently purchase shirts in these colors: black, white, red, gray Red Vest worn out on the floor at all times
Group B:	5 black shirts + 1 red apron or 1 red vest for forklift team members
Group C:	Cintas uniforms based on position
Group D:	Temp Agency will supply employee with 2 shirts. Decostar will supply aprons/vests
Group E:	Visitors, contractors, suppliers