



INDIANA HARBOR BELT RAILROAD COMPANY
2721 – 161ST STREET, HAMMOND, IN 46323-1099

Date: June 10, 2019

To: All Gibson General Office and Blue
Island Agency Agreement
Employees

From: Human Resources

Subject: Dress Code

As representatives of the Indiana Harbor Belt Railroad Company, employees are expected to dress in appropriate attire and to adhere to certain standards of grooming. As agreement office personnel, the IHB has adopted the expectation that you will adhere to a relaxed business casual form of attire. You are expected to maintain a certain level of professionalism while being afforded a certain level of comfort consistent with the policies and practices for your specific work location.

Below is a list of expectations that apply to **all** agreement, office personnel:

- ***All clothing must be clean and business appropriate.***
- ***Shirts must have sleeves, must cover appropriately and must not have any inappropriate language or pictures on them. (i.e. no tank tops, halter tops, muscle shirts, etc.)***
- ***Pants should be business casual. Jeans are permitted but must be neat, clean and professional in appearance. All pants should be free of holes or tears (whether intentional or unintentional tears). No sweat pants, pajama bottoms, leggings, yoga pants, shorts, etc. are permitted.***

- ***Skirts or dresses may be worn but must be of an appropriate length.***
- ***All shirts, skirts and pants should be free of mesh or any other see through material.***
- ***Shoes must be clean, safe and work appropriate. (i.e. no flip-flops or open toed/open heeled shoes or sandals)***
- ***All clothing and footwear should be suitable to allow for the safe performance of your duties, including the safe navigation of stairs.***

Decisions regarding the appropriateness of any article of clothing may be determined by any member of the IHB's management team. Anyone reporting to work improperly dressed or groomed may be instructed to return home to change clothes or other appropriate discipline action may be taken. You should direct any questions about what may or may not be worn to your department head or to Human Resources before wearing a questionable piece of clothing to work.

If you have any questions, please contact Nicole Moore Parchem in Human Resources, 219-989-4923.