

I.K. HOFMANN USA, Inc.

Global Experience. Local Talent.

I.K. Hofmann at BMW Plant Spartanburg

Uniform Policy

UNIFORM POLICY

To promote a spirit of teamwork, IK Hofmann has adopted a company uniform. Uniforms remove formalities and barriers to open communication; they are also designed to project the image of a clean, attractive, and professional workplace.

Additionally, they minimize the possibility of scratches to our client's product by exposed fasteners and protect Associates by reducing the likelihood of clothing or accessories (such as hoodies and scarves) being caught in equipment or machinery.

These guidelines apply to all BMW MC Facilities and BMW MC Grounds, excluding external parking areas, as well as all Plant Spartanburg Associates entering BMW MC Facilities and/or BMW MC Grounds at any time for any reason. Failure to comply with these guidelines will result in the Associate not being allowed to work until he/she is dressed appropriately and will be addressed through corrective action. Due to safety and quality, nothing should be added to the uniforms (pins or buttons).

Each department may also have additional, more specific uniform guidelines for Associates performing work in that department. All Associates performing work in a department with department-specific guidelines must comply with that department's guidelines. Below is a clarification of the current uniform program. Please be sure to read the entire guidelines and notify your IK Hofmann Associate Relations Leader (ARL) of any questions. Once uniforms are issued to Associates, they must be worn every day, without exception. Note: To help clarify what parts of BMW MC Facilities are considered production areas, green lines on the floor designate entrances to production areas. BMW MC Group visitors entering production areas must wear safety shoes (except in pedestrian aisles), visitor smocks (if applicable), and safety glasses.

Shoe Guidelines

Shoes must be closed-toe ESD rated safety (steel toe) shoes with no visible metal.

Shirt Guidelines

- Shirts must always be buttoned appropriately.
- The following alterations shall not be made cutting off shirts, adding pockets, changing the original shape of the hem.
- Associates cannot "roll up" sleeves on short sleeve shirts.
- Once Associates receive their uniforms, they may not wear the temporary t-shirts issued to them during orientation without written ARL approval.

Pants Guidelines

- Pants must be full length. Associates cannot roll up pants.
- Pants should be worn around the waist, not falling below the hips.
- Pants may not be cut to shorts or altered to add cuffs.
- If the uniform provider is unable to accommodate an Associate's size, they will notify the IK Hofmann Management Team.
- Prohibited pants styles and materials:
 - jeans/denim
 - Cargo
 - athletic/jogging
 - capri
 - those with rivets

Shorts Guidelines

- Shorts are not permitted in the body shop.
- Shorts in the uniform program could be discontinued at any time.
- Shorts must be long enough to touch the kneecap and have a 1" blind hem type with thread color that matches the fabric.
- No alternative lengths will be permitted. Cuffs or other alterations that deviate from this will not be allowed, e.g., no cut-offs or slits in the hem.
- Undergarments should not extend below the shorts.
- Shorts should be worn around the waist, not falling below the hips.
- Associates may not roll up shorts.
- Due to the safety impact, shorts could be prohibited in specific team areas in the future.
- Shorts must be purchased from uniform provider.

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