
PRODUCTION DRESS GUIDELINES – LR-002

Section 1 – Purpose

Textron Aviation is committed to promoting a safe, respectful, and professional environment for our employees, visitors, and customers. Employees are expected to come to work clean and dressed in appropriate and professional attire which reflects your workday, environment, and interactions with internal and external customers.

The dress guidelines are purposely designed to allow for flexibility as there is no “one size fits all” approach. For safety reasons, employees working or visiting a production area must wear clothing and footwear that conforms to the required safety standards of the work area (e.g., wearing jeans to ensure that skin is not exposed to the manufacturing process) and must wear all Personal Protective Equipment (PPE) that is required for the work area. Some areas may also require a more professional clothing for employees that interface with external customers.

Section 2 – Acceptable Attire for Production Areas – *Some areas may have added requirements for safety purposes. Please check with your direct supervisor.*

- Pants
 - Jeans
 - Knee length shorts
 - Twill pants
- Shirts
 - T-shirts
 - Polo's
 - Sweatshirts
 - Work shirts
 - Tank tops (Sleeveless shirts must have appropriate shoulder and underarm coverage and be free of rips, tears or tatters)

Section 3 – Unacceptable Attire for Production Areas – *Some areas may have added requirements for safety purposes. Please check with your direct supervisor.*

- Ripped, torn, frayed, patched or cutoff jeans/pants
- Baggy or loose-fitting clothing
- Sweats or jogging pants
- Any clothing that is revealing, low cut, tight or too short
- Clothing with any derogatory, discriminatory, sexually suggestive or potentially offensive words or pictures
- Halter tops, t-shirts with cutoff arms or midriffs
- Sundresses or miniskirts
- Spandex clothing or jeggings
- Gym/Sport shorts
- Flip flops, slippers, thong sandals or beach sandals
- Any attire that may damage Company property, machinery, or products (e.g., shorts with metal rivets)



Section 4 – Safety

For safety purposes, employees should wear sturdy shoes which completely enclose the foot with soles of sufficient thickness to resist penetration of metal chips, sharp edges, or other objects/materials when entering production areas (does not include main aisleways). Heels must be less than 2 inches high.

Some areas of production will require employees/visitors to wear steel-toed shoes and or long pants.

Some areas will require wearing a hat, to protect employees/visitors from bumping their heads. Wearing other clothing (e.g., a bandana or the hood of a sweatshirt etc.) on the head to satisfy this requirement is not allowed. If a hat is required in your work area, then an appropriate hat must be worn.

Some areas will require additional safety precautions or PPE, please check with your direct supervisor if you have questions.

Section 5 – Hygiene

Good personal hygiene practices are essential for promoting a healthy and safe work environment, preventing the spread of illness, and upholding professional standards. Employees should be attentive to their hygiene and sanitation practices and maintain good personal appearance. Employees must wear clean and appropriate attire suitable for their job responsibilities. Soiled or excessively worn clothing should not be worn. Regular hand washing and covering the mouth and nose when coughing or sneezing should be practiced at all times.

Section 6 – Accountability

Employees are responsible for managing their attire for their individual work and customer facing situation using the guidelines above. Any exception should be discussed with your direct supervisor and HR Business Partner (HRBP). The Company reserves the right to prohibit wearing any attire within our facilities, at any time, should it be determined that such attire is causing safety, security and/or policy concerns. If you have questions about what attire is required or appropriate in your area, it is best practice to speak with your direct supervisor ahead of time so that you are not sent home without pay to change clothes.

Supervisors are responsible for discussing the application of these guidelines with their employees in their work area. Employees not within the guidelines will be sent home and must return with the clothing and/or hygiene issue has been corrected. In these circumstances, hourly paid employees will be required to use ETO to cover their time away from work. If there is insufficient ETO available to cover the entire time away from work, the employee will be subject to the Attendance Policy. Discipline, up to and including termination, may occur for violation of these guidelines.

Section 7 – Related Procedures and Documents

- Customer Service Dress Code/Uniform Use – CS-552-603
- [Business Casual Attire Guidelines](#)

Section 8 – Revision Log

Revision #	Revision Date	Section	Description of Changes
1	8/6/23		Revised entire guidelines from the original
2	8/6/23	All	Added section numbers for each section
		Section 2	Tank tops (Sleeveless shirts must have appropriate shoulder and underarm coverage and be free of rips, tears or tatters)
		Section 3	Removed – muscle shirts