

ADMINISTRATIVE POLICY NO. 604

1. SUBJECT: PERSONAL APPEARANCE AND DEMEANOR POLICY

2. OBJECTIVE:

2.1. Beartooth Electric Cooperative, Inc. (BEC) desires to create and maintain an image of professionalism for its members, customers and general public.

3. POLICY:

3.1. Discretion in style of dress and behavior is important to the operations of BEC. Employees are to dress in appropriate business attire based on their job duties and activities. Employees are expected to adhere to acceptable grooming standards in order to reflect the professionalism of BEC. BEC recognizes that employees engaged in field work will dress differently from employees engaged in office work.

3.2. Employees are also expected to behave in a professional, businesslike manner. Employees should use good judgment in their choice of work clothes and conduct themselves at all times in a way that best represents BEC. This includes refraining from wearing inappropriate attire, in situations directly or indirectly related to the business or activities of BEC.

3.3. Employees are required to keep their work environment clean and orderly to prevent dissemination of sensitive and confidential materials and documents.

3.4. Employees failing to adhere to proper standards with respect to appearance and demeanor are subject to disciplinary action.

4. RESPONSIBILITY:

4.1. Management and Supervisors shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: FMFW PC
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President