

DRESS GUIDELINES**PURPOSE:**

This policy is intended to protect the safety of all who work in or visit the operations; the reputation of the Company; and the working atmosphere for employees.

SCOPE:

This policy applies to all employees, visitors, vendors, & contractors.

POLICY:High Visibility Clothing

- High visibility clothing will be worn as the outer layer of clothing in PPE required areas and all outside areas on property.
- All staff will wear company provided high visibility shirts, while represented employees have 3 options; 1) company provided shirts, 2) company provided vests over personal clothing, or 3) personally purchased high visibility clothing (must be compliant with ANSI 107 Class 2 which ensures adequate reflective performance). Vests shall be sized properly to avoid excessive looseness.
- In areas where there is a risk of hot liquids; refineries (PP, Fusing, Plant 9, BAP), Steam Plant and Cogen, long sleeve shirts made of 100% cotton will be required. The company provided long sleeve shirts meet this requirement. Personally purchased long sleeve shirts made of 100% cotton can also be worn, but must be worn in conjunction with a company provided high visibility vest.
- In areas not exposed to hot liquids; Mine and Ponds, Crushing and Conveying, Shipping, and the Warehouse, short sleeves are permitted. Company provided high visibility shirts can be professionally altered from long sleeve to short sleeve (not greater than 1" above the elbow).
- There are special tasks such as, but not limited to; welding, grinding, air arching, high voltage switching, hot water washing, line breaking and chemical unloading/handling that require an outer layer beyond the above high visibility clothing requirements.
- Contractors and visitors are required to wear high visibility clothing.
- Employees are entitled to display one union support emblem of their choosing on the pocket of the company provided high visibility shirt. The emblem can be no larger than the pocket.

All Operational Areas

Hard hats, safety glasses and hard toed boots with ankle support and heels must be worn in all operating areas. Each operating area will have minimum PPE requirements established to protect the health and safety of people who work in or visit the area. Please check with a Supervisor to see if there are any special PPE requirements you must meet. In all operational areas and some offices, there are additional restrictions beyond the basic PPE requirements:

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- No open or dangling earrings or other exposed non-ear body piercing.
- No rings (where ring(s) cannot be physically removed, the ring(s) shall be taped for the duration of the time in the work area or covered with a glove). Rubber rings will be permitted provided they break away if caught on a piece of equipment.
- No exposed bracelets
- No exposed metal band watches (including watches that do not have break-away pins).
- No necklaces and chains that are not contained within clothing.
- To prevent possible entanglement, hair shall be secured appropriately according to site safety guidelines.

Office Areas

A professional image should be maintained at all times. Employees and contractors should not wear suggestive attire, tank tops or halter tops (only sleeved shirts are to be worn), athletic clothing, flip-flops, high heels, open toed shoes, sandals, shorts, dresses, skirts, leggings, and sweat- or jogging-suits. Denim jeans may be worn. High visibility clothing must be worn at all times when outside all buildings including the parking lots.

Rio Tinto Minerals reserves the right to decide if the dress of an employee is inappropriate and, if so, to direct the employee to correct the issue. Failure to do so may result in disciplinary action.