

Marathon Petroleum Company LP			
Safe Attire Guidelines	Document No.: RSW-SAF-004-DT	Approval Date: 09-23-16	Page 1 of 5
	Revision No.: 8	Next Revision Date: 09-23-21	
	Document Custodian: Environmental, Safety and Security		

1.0 PURPOSE

- 1.1 At Michigan Refining Division, we recognize that people are our strength. We rely on employee judgment to make our attire guidelines a success. If every employee takes individual responsibility for adhering to these guidelines, we can all continue to enjoy the privilege of choosing safe, proper attire for work. These guidelines were written to provide direction for safe and proper attire to be worn by Michigan Refining Division (MRD) employees and/or visitors/contractors working at MRD. This is done in an effort to promote and maintain a safe and professional atmosphere in our refinery.

2.0 SCOPE

- 2.1 This guideline applies to all employees, contractors, visitors and vendors working at MRD.

3.0 GUIDELINE

- 3.1 As a refinery based operation, casual office attire is widely accepted by the company. Below are example lists of acceptable and unacceptable dress for a safe workplace environment. Employees must make good judgment and use good taste to keep these guidelines as an appropriate alternative to how we dress at work.

The lists below apply to work in the office environment and traveling anywhere in the refinery that does not require PPE.

For more information on PPE requirements in the refinery, refer to SAF-052 – Refinery PPE Policy and associated PPE maps and SAF-001, General Safety Rules.

3.2 Acceptable

- Clean slacks, capri pants or jeans without tears or holes and of appropriate fit
- Dress shirts
- Collared or polo style shirts
- Sports shirts and jerseys
- Blouses
- Sweaters/sweatshirts
- Clean, appropriate tee shirts
- Sport coats/blazers
- Pantsuits
- Skirts no higher than 1" above the knee
- Clean tennis shoes
- Clean shoes/dress boots

3.2 Unacceptable

- Inappropriate and/or offensive t-shirts or muscle shirts
- Low-cut, off the shoulder blouses, shirts, halters or crop tops

- Tank tops are permitted **only** when traveling directly to and from employee locker rooms and parking lots
- Shorts/skorts/sweat pants are permitted **only** when traveling directly to and from employee locker rooms and parking lots
- Sundresses not of appropriate length or sleeveless
- Clothing that exposes bare midriff or of inappropriate fit
- Flip flops
- Spandex/leggings
- Sweat suits/nylon wind pants are permitted **only** when traveling directly to and from employee locker rooms and parking lots

Remember – If in doubt, don't wear it. If you have questions regarding these guidelines, please contact your supervisor.

NOTE A: In areas where safety glasses are required, open toed dress shoes are not permitted.

NOTE B: High heels of appropriate height are acceptable in office areas only.

NOTE C: Only natural fiber garments (e.g. cotton, wool) should be worn under fire retardant clothing per manufacturer's instructions.

4.0 DEFINITIONS –

Offensive – Any item containing derogatory language, sexual innuendos, references to or images of illegal drugs or the use of illegal drugs, graphic images, and/or inappropriate references to race or sexual orientation.

5.0 REFERENCES – There are no references relevant to this procedure.

6.0 ATTACHMENTS – Map for area where shorts, tank tops & Sweat suits / nylon wind pants are acceptable

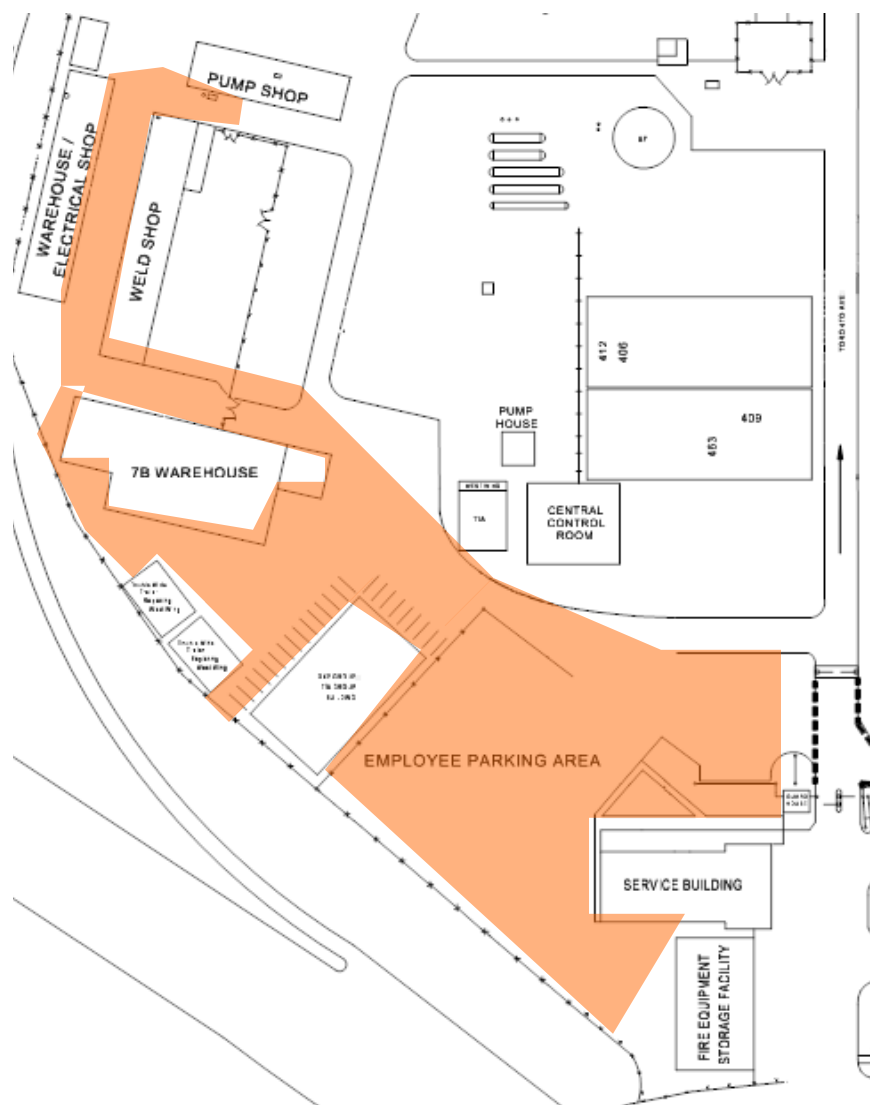
7.0 REVISION HISTORY

Revision number	Description of change	Written by	Approved by	Effective date
4	Added Complex 6	S. Windom	Safety Steering Committee	12/21/12
5	Scheduled review minor changes unacceptable attire section	H. Sheard	H. Sheard	09/23/13
6	Corrected header per RGD-1051-DT and date in footer	P. Balistreri	J. Rabideau	10/30/15
7	Checked out in error no changes	F. Ebbert	J. Rabideau	09/06/16
8	Procedure review – minor formatting changes only	E. Neubauer	J. Rabideau	09/23/16

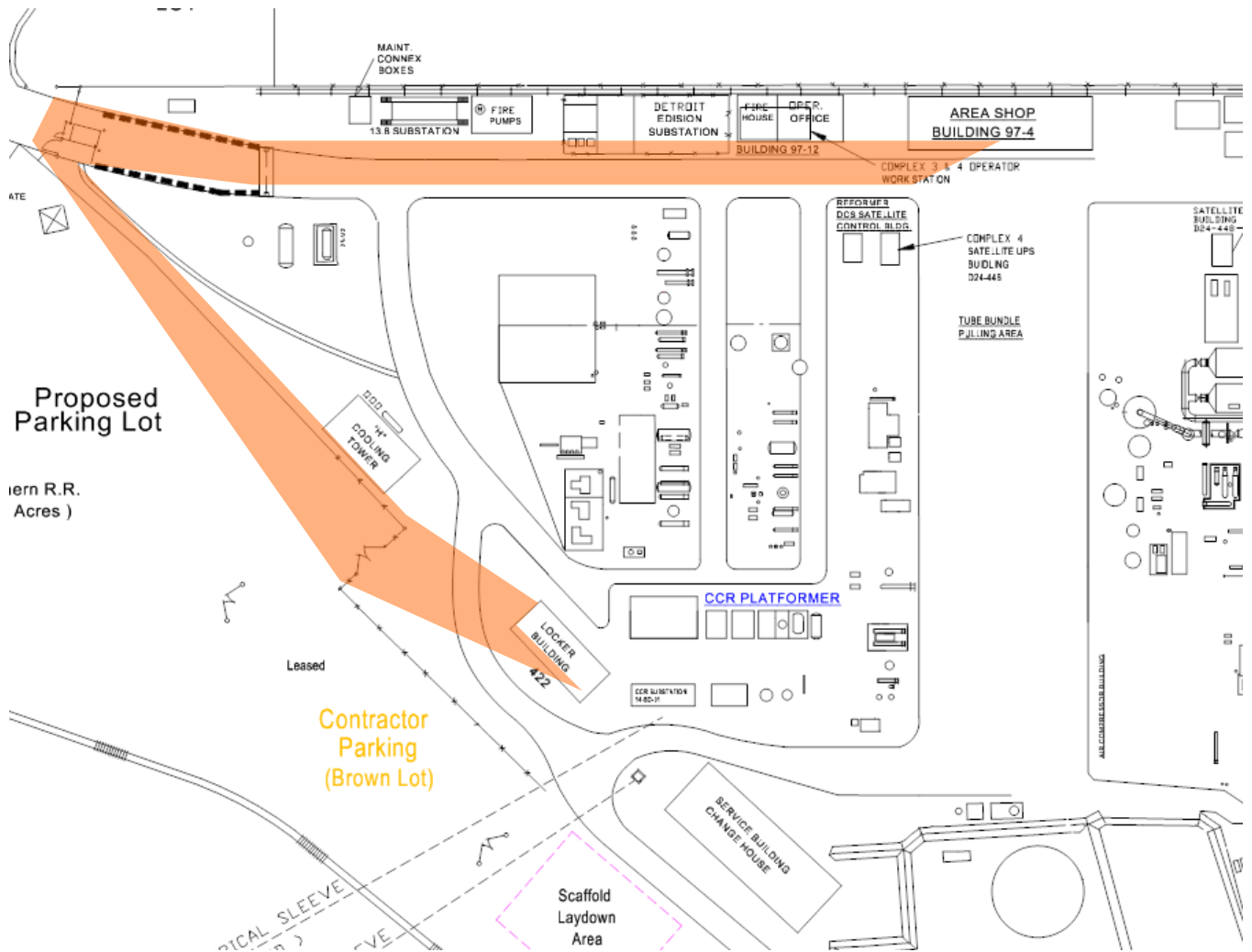
ATTACHMENT A

Orange denotes areas where shorts and sleeveless shirts are acceptable when going directly to and from the parking lots, change areas and locker rooms at shift change.

East Plant



West Plant



North Plant

