



INDIANA HARBOR BELT RAILROAD COMPANY
2721 – 161ST. STREET, HAMMOND, IN 46323-1099

To: All Agreement Office Employees
From: Human Resources

Subject: Dress Code
Effective date: November 1, 2025

Agreement Employee Dress Code- Office Employees

As representatives of the Indiana Harbor Belt Railroad, office employees are expected to dress appropriately and maintain professional grooming. Agreement office personnel should follow a relaxed business casual dress standard, allowing comfort while reflecting professionalism. These guidelines support a professional work environment across all office locations.

Clothing Standards

- Clothing must be clean and business appropriate.
- Clothing must be free of holes, tears, or excessive wear.
- Shirts must have sleeves and must cover appropriately. Tank tops, halter tops, muscle shirts, and similarly styled shirts are not permitted.
- All clothing and footwear must be suitable to allow for the safe performance of duties, including the safe navigation of stairs.
- Clothing with inappropriate, offensive, or suggestive language, images, or symbols is strictly prohibited.
- Clothing with large lettering, slogans, advertisements, oversized graphics, bold images, or disruptive content that may distract other employees from their duties is not permitted.
- Small logos are acceptable if non-offensive in nature.
- Pants should be business casual. Jeans are permitted but must be neat, clean and professional in appearance. No sweat pants, pajama bottoms, leggings, yoga pants, shorts, etc. are permitted.
- Skirts or dresses may be worn but must be an appropriate length.
- All clothing must be free of mesh or any other see through material.
- Shoes must be clean, safe, and work appropriate. No flip-flops, clogs, or open-heeled shoes.

Work Environment Considerations

- Any employee whose duties require them to work outdoors, must ensure that they adhere to the standards set forth by the safety department as required for that location or department. This may include things such as railroad approved footwear or other Personal Protective Equipment (PPE). Clothing should be practical and suitable for outdoor work conditions.
- Clothing and accessories must not interfere with, or distract from, the safe performance of job duties.
- All personal protective equipment (PPE) must be approved by the Safety Department and adhere to company and departmental rules.

Decisions regarding the appropriateness of attire may be determined by any member of the IHB's management team. Any questions regarding what may or may not be worn should be directed to your department head or to Human Resources.