



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

To: All Non-Agreement Employees
From: Human Resources

Subject: Dress Code
Effective date: November 1, 2025

Non-Agreement Employee Dress Code

As representatives of the Indiana Harbor Belt Railroad, employees are expected to dress appropriately and maintain professional grooming that represents a businesslike image consistent with the policies and practices for their specific work location. Non-agreement personnel should dress in business casual attire Monday through Thursday, and relaxed business casual attire Friday through Sunday. These guidelines support a professional work environment while allowing comfort and reflecting professionalism.

Field Environment

- Men's shirts must have sleeves and a collar. Women may wear a sweater, blouse, or other similarly styled top. Tank tops, halter tops, muscle shirts, and similarly styled shirts are not permitted.
- Pants should be business casual. They should be professional in appearance but may be made of a durable material. Jeans, when permitted on Friday, Saturday, and Sunday, must be neat, clean and professional in appearance. No sweat pants, pajama bottoms, leggings, yoga pants, shorts, etc. are permitted.
- Shoes must be clean, safe, and work appropriate, and must meet safety guidelines for PPE.
- Clothing and accessories must not interfere with, or distract from, the safe performance of job duties.
- 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 while maintaining a professional image.
- All personal protective equipment (PPE) must be approved by the Safety Department and adhere to company and departmental rules.

Office Environment

- Men's shirts must have sleeves and a collar. Women may wear a sweater or blouse. Halter tops, muscle shirts, and similarly styled shirts are not permitted.
- Pants should be business casual and should be professional in appearance. Jeans when permitted on Friday, Saturday, and Sunday, must be neat, clean and professional in appearance. No sweat pants, pajama bottoms, leggings, yoga pants, shorts, etc. are permitted.
- Skirts or dresses of an appropriate length may be worn.
- Shoes must be clean, safe, and work appropriate. No flip-flops, clogs, or open-heeled shoes are permitted. Gym shoes are permitted Friday, Saturday and Sunday.



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Field and Office Environments

- Clothing must be clean and business appropriate.
- Clothing must be free of holes, tears, or excessive wear.
- 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.

Any questions regarding the appropriateness of attire should be directed to your department head or to the Human Resources Department.