

TriOak Foods Guidelines on Appropriate Work Attire

As part of our Core Values and commitment to our image, TriOak intends for our people to portray an appropriate, professional image at all times when we are working in positions that interact with our customers, our partners and the public. For this reason, we are implementing the following guidelines for appropriate attire that employees should wear when representing the company.

Management and Office employees: All employees in these roles shall dress in a manner that is appropriate for doing business in a casual environment. Collared shirts are preferred, either button-up or polo-style shirts. All employees should also wear either full length slacks or clean denim jeans without holes. Skirts, dresses and capri-style pants that extend below the knees are acceptable for female employees, but should be appropriate in length and fit. Closed toe shoes should be worn when walking through or working in the milling or grain areas. TriOak Logo clothing is encouraged, but not required for management and office employees.

Grain and Milling Operations Employees: TriOak Grain Employees and Milling Employees are often the face associated with TriOak to our customers, local growers, and the public. Their dress and image reflects directly on the company. These employees will wear company provided collared shirts and/or t-shirts with the TriOak Logo. Employees are responsible to start their shift with a clean shirt. The shirts will be replaced periodically as needed. Sleeves are not to be removed. All employees are to wear either full length denim jeans or other appropriate work pants. Shorts are not to be worn unless approved by management in times of extreme heat indexes.

Feed Truck Drivers: TriOak Feed Truck Drivers are highly visible and are often the face associated with TriOak to our customers, local growers, and the public. Their dress and image reflects directly on the company. These employees will wear company-provided collared shirts and/or t-shirts with the TriOak Logo. Employees are responsible to start their shift with a clean shirt. The shirts will be replaced periodically as needed. Sleeves are not to be removed. All employees are to wear either full length denim jeans or other appropriate work pants. Shorts are not to be worn unless approved by management in times of extreme heat indexes.

Internal Transport Truck Drivers: TriOak Foods recognizes the need to balance our PPE requirements for Internal Transport Drivers with a sound bio-security policy. Due to the nature of their duties, all Internal Transport Drivers are highly visible and are often the face associated with TriOak to many of our customers, contract growers, and the public. Their dress and image reflects directly on the company. These employees will wear company-provided collared shirts and/or t-shirts with the TriOak Logo. Employees are responsible to start their shift with a clean shirt. The shirts will be replaced periodically as needed. Sleeves are not to be removed. Shorts are allowed to be worn in this role as employees must comply with bio-security Issues. The company will provide the proper clothing to be worn when loading and unloading. It is each employee's responsibility to keep their clothing in good repair so that they project a professional image and maintain bio-security protocols.