

 <b>Environment, Health &amp; Safety Office</b> <b>Administrative Procedures</b>	<b>Procedure #:</b> EHS-03-004.7
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<b>TITLE:</b> <b>Work Clothing/Personal Clothing</b>	<b>Approved:</b>  <b>Title:</b> <i>Louis DiBernardinis</i> <hr/> Director, EHS
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In the general case, neither MIT nor the EHS Office provides work clothing or reimbursement for the purchase of work-related clothing. Employees are expected to furnish their own clothing appropriate to perform their typical job duties.

There are a few, limited exceptions to this general rule. MIT does have a policy to reimburse students and employees for their purchase of safety glasses and safety shoes, subject to conditions (see “Personal Protective Equipment” procedure). MIT will also provide respiratory protection to those who require it for their work (see “Personal Protective Equipment” procedure). In addition, EHS furnishes certain employees with laboratory coats for use when performing work in laboratories.

EHS also makes available protective clothing for use in emergency response. Such clothing includes respiratory protection, gloves, boots, and protective suits.

MIT or EHS does not reimburse employees for personal clothing or other property that is damaged while performing their job duties except in rare cases. Employees should be aware of this policy and dress appropriately.