

## Policy Number 301-F

### ***SUBJECT: Dress Code***

Appropriate dress and good grooming are important in promoting a positive company image to our customers, both internally and externally.

The dress code is generally flexible and the company would like it to remain so. Employees should exercise good judgment in the choice of attire for the workplace. While the Company observes a business casual dress environment, there may be times when more formal business attire would be appropriate. Employees who are hosting or attending meetings with clients, vendors, or employees from another company are expected to represent the Company in a professional manner and dress appropriately for conducting such business. This may include wearing traditional business attire.

The following guidelines will help to define acceptable business “casual” attire.

1. Choose business casual clothing that communicates professionalism.
2. Keep your workday schedule in mind when you are dressing. Casual business attire means clothing that allows employees to feel comfortable at work, yet is appropriate for an office environment.
3. Casual business attire includes, but is not limited to: slacks, khakis, corduroys, sport shirts, polo and cotton shirts, golf shirts, denim skirts, turtlenecks, sweaters, loafers, boat/deck shoes and boots. Open toed shoes and dress sandals are appropriate for women.
4. The following clothing is **not acceptable**: shorts, bib overalls, halter tops, sweatshirts, spaghetti straps, beachwear, work-out attire, hats, tank tops, tee-shirts, spandex, or other form-fitting pants, distracting, offensive or revealing clothes, athletic shoes, thongs, flip-flops, or slippers. Also unacceptable are pants, shorts or skirts worn below the waistline.

These guidelines are provided for illustrative purposes only and not for the purpose of limitation. This policy does **not** require employees to purchase casual business attire. Employees who prefer to dress in formal or traditional business attire should feel free to do so.

Department heads are responsible for ensuring their departmental staff is in compliance with the dress code policy.