



Dress Code Policy

All employees must maintain a professional and clean appearance at all times. You should use good taste and common sense with regard to clothing, accessories and your personal grooming in order to provide a positive and professional image. Clothing should be worn to fit and should not be baggy, too large, or too tight. All employees must come to work in dress code. If you are not in dress code you will be sent home.

SHIRTS

Allowable Shirts:

- Collared / Polo shirts
- Sweaters
- Blouses
- Sweat shirts
- T Shirts
- Button down shirts
- Blazers
- Turtlenecks

PANTS

Allowable Pants

ALL PANTS SHOULD BE BLACK, DENIM BLUE, KHAKI, GRAY, WHITE, BROWN, OR TAN.

- Denim Jeans
 - Slacks or dress pants
 - Skirts and dresses*
 - Khaki pants
 - Khaki or cargo shorts during summer months*
- * MUST fall at or below the knee

Unallowable Pants

- No sweat or leisure pants
- Absolutely no sagging pants. Pants must be worn on your waist.

SHOES

Allowable Shoes

- Dress shoes
- Dress boots
- Tennis shoes
- Loafers
- Dress sandals

Unallowable Shoes

- No flip flops
- No stiletto heels or high heels with more than a 2-inch heel

The following articles of clothing are NOT appropriate attire at any time:

- No head gear, hats, skull caps, or bandanas, unless for religious purposes
- Clothing with offensive sayings, slogans or pictures
- Clothing that does not sufficiently cover the body in a manner appropriate for the workplace
- Sheer, tight, clingy, revealing garments or garments with low necklines
- No sunglasses on face or head inside the building

I have read the Dress Code Policy and agree to abide by its terms:

Print Name

Date

Signature