

Business Casual Dress Code Policy

Purpose

The purpose of this policy is to clarify Company expectations regarding business casual attire to ensure a professional, comfortable, and productive work environment.

Scope

This policy applies to all employees, contractors, and interns while on Company premises or representing the Company externally.

Policy Guidelines

- Employees should dress in a professional yet comfortable manner.
- Clothing should be neat, clean, and in good condition.
- Acceptable items include:
 - Collared shirts, blouses, and polo shirts
 - Dress pants, khakis, or skirts
 - Sweaters, cardigans, blazers
 - Closed-toe shoes, loafers, or dress sandals
- Items not permitted include:
 - T-shirts with offensive graphics or slogans
 - Ripped or distressed clothing
 - Shorts, athletic wear, or sweatpants
 - Flip-flops or beachwear

Exceptions

Employees may be required to adjust their attire for safety reasons or special Company events. Departmental managers will communicate exceptions as needed.

Non-Compliance

Violations of this dress code may result in employees being asked to return home to change and/or receiving disciplinary action.

Questions

For any questions regarding this policy, please contact Human Resources.