

Corporate Attire Policy of Industry Supplier (TRSA Associate Member)

Objective

It is management's intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate "business attire" during normal business operations.

The Company recognizes the growing popularity of casual business dress and the positive effects of this shift to boost employee morale, improve quality, and increased productivity, therefore, creating a more comfortable work environment. The Company reserves the right to continue, extend, revise or revoke this policy at its discretion.

Enforcement of this guideline is the responsibility of Company management and supervisory personnel. The key point to sustaining an appropriate casual business attire program is the use of common sense and good judgment, and applying a dress practice that the Company deems conducive to our business environment. If you question the appropriateness of the attire, it probably isn't appropriate.

Requests for advice and assistance in administering or interpreting this guideline should be directed to your manager, supervisor or Human Resources.

Appropriate Business Attire

- Clean attire without holes
- Slacks, pants, dresses, skirts (just above the knee), and Capri pants (mid-calf) made of any material other than denim, spandex or Lycra
- Tops, shirts and blouses
- Men must wear collared shirts
- Shoes must be worn as long as they are clean

Unacceptable Attire

- Cutoffs or garments with holes
- Shorts
- Sweatshirts and t-shirts
- Garments with offensive logos
- Athletic wear or workout clothes
- Spandex or Lycra such as biker shorts or tights
- Underwear as outerwear or visible underwear
- Beach wear
- Midriff length tops
- Tank, halter and sleeveless tops
- Sneakers or tennis shoes are not acceptable
- Flip flops or sandals that look like flip flops that are not acceptable

Casual Friday Attire

- Jeans are acceptable only on Fridays.

Special Attire Days

- Team spirit days can include shirts or jerseys with team logos. These days will be announced in advance.
- Halloween: You are permitted to dress in a Halloween costume as long as it is not offensive.
- You may wear jeans and sneakers during specially approved activities such as inventory or working in the warehouse.

Enforcement

Managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

1. If unacceptable attire is worn in the office, the respective manager or supervisor will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire. In some cases the employee may be asked to go home and change his or her attire immediately and be expected to return to work. This time may be unpaid for non-exempt employees.
2. Repeated policy violations will result in a written counseling session and could include termination.