

SAMPLE POLICY: DRESS CODE

Clothing and professional appearances are important and help create the first impression to our customers and the community. Although first impressions may be wrong, they are likely to be lasting. Extremes with respect to hairstyles and grooming may also project an unprofessional image.

Employees not required to wear uniforms are expected to be neatly dressed in appropriate attire for their position. Staff members are expected to wear Company logo shirts and slacks or dress shirt, tie and slacks. Managerial and clerical staff should dress appropriately to meet the public in a casual business environment. Jeans, shorts, halter tops, tank tops, T-shirts, flip-flops, tops that reveal the stomach area, low-cut blouses and other sports attire are not to be worn in the office.

Uniforms will be purchased by the Company to ensure uniformity, and the cost will be divided equally between the employee and Company. The employee's portion of the cost for uniforms may be handled as a payroll advance and can be deducted over the next three pay periods following the purchase.

Name badges will be provided and are to be worn at all times during normal working hours.

Employees may purchase up to five (5) full uniforms per calendar year, at a 50/50 cost sharing with the Company. Any cost for quantities exceeding five within one year will be the sole expense of the employee.

This dress code will remain in effect all during the year, unless relaxed by the General Manager, for seasonal reasons or specific functions. The Company reserves the right to interpret and apply this dress code with respect to employee attire and professional appearance. Employees who do not follow this policy may be sent home to change or, if appropriate, other disciplinary action may be taken, up to and including termination of employment.