**Dress Code**

Our customers judge the Company by its employees, as well as by our products and service. Appropriate dress and appearance project a professional image and contribute to an impression of a high-quality organization.

Proper business attire is expected for all employees. Examples of appropriate dress include suits, dress slacks, skirts, dresses, sweaters, jackets and ties.

Casual clothes, including jeans, shorts, halter tops, T-shirts, sweatshirts, sweatpants, stretch pants and the like are inappropriate for the office and should not be worn during business hours. Casual clothing may be worn when the nature of the work requires more informal attire (maintenance staff, for example). Department Heads are responsible for decisions in this area.

Employees who do not meet the standards for appropriate business attire should be counseled by their supervisors and may be sent home to change. It is the supervisor’s responsibility to ensure that his or her staff presents a professional appearance.