

88GB DRESS CODE POLICY

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1. PURPOSE AND OBJECTIVE

This policy establishes dress code guidelines to maintain a professional work environment while ensuring employee comfort, safety, and appropriate representation of 88GB's brand and values.

2. SCOPE AND APPLICABILITY

This policy applies to:

- â€ All full-time and part-time employees
- â€ Contractors and consultants
- â€ Interns and temporary staff
- â€ Visitors attending meetings or events

3. GENERAL PRINCIPLES

- â€ Maintain professional appearance at all times
- â€ Clothing should be clean, neat, and well-maintained
- â€ Attire should be appropriate for work environment
- â€ Personal hygiene and grooming must be maintained
- â€ Clothing should not be distracting or offensive
- â€ Consider client-facing vs. internal work requirements

4. STANDARD DRESS CODE - BUSINESS CASUAL

88GB follows a business casual dress code policy.

4.1 FOR MEN:

Acceptable Upper Body:

- â€ Collared dress shirts (long or short sleeve)
- â€ Polo shirts (solid colors or subtle patterns)
- â€ Button-down shirts
- â€ Sweaters, cardigans, or pullover sweaters
- â€ Blazers or sport coats (optional)

Acceptable Lower Body:

- â€ Dress pants or chinos
- â€ Khakis or corduroys
- â€ Dark wash jeans (no tears, fading, or distressing)
- â€ Dress shorts (knee-length, summer months only)

Acceptable Footwear:

- â€ Leather dress shoes or loafers
- â€ Clean, professional sneakers
- â€ Casual leather shoes

4.2 FOR WOMEN:

Acceptable Upper Body:

- â€ Blouses, dress shirts, or professional tops
- â€ Sweaters, cardigans, or professional knitwear
- â€ Blazers or professional jackets
- â€ Professional sleeveless tops (with appropriate coverage)
- â€ Polo shirts or button-down shirts

Acceptable Lower Body:

- â€ Dress pants, slacks, or trousers
- â€ Knee-length or longer skirts
- â€ Professional dresses (knee-length or longer)
- â€ Dark wash jeans (no tears, fading, or distressing)
- â€ Dress shorts (knee-length, summer months only)

Acceptable Footwear:

- â€ Professional closed-toe shoes
- â€ Low to moderate heel dress shoes
- â€ Professional flats or loafers
- â€ Clean, professional sneakers
- â€ Professional sandals (closed-toe preferred)

5. UNACCEPTABLE ATTIRE

The following items are NOT permitted in the workplace:

Clothing Items:

- â€ T-shirts with graphics, logos, or slogans
- â€ Tank tops, halter tops, or tube tops
- â€ Clothing that is too tight, too loose, or revealing
- â€ Mini skirts or dresses (above knee)
- â€ Low-cut or revealing necklines
- â€ Torn, wrinkled, or dirty clothing
- â€ Athletic wear (except designated casual days)
- â€ Sweatshirts, hoodies, or sweatpants
- â€ Clothing with offensive language or images

Footwear:

- â€ Flip-flops or beach sandals
- â€ Athletic shoes (unless clean and professional)
- â€ Boots (work boots, hiking boots)
- â€ Shoes in poor condition or extremely casual

Accessories:

- â€ Excessive jewelry or accessories
- â€ Baseball caps or casual hats indoors
- â€ Visible undergarments

6. SPECIAL DRESS CODE SITUATIONS

6.1 CASUAL FRIDAYS

Every Friday, employees may dress more casually:

- â€ Jeans (clean, good condition)

- â€ Casual shirts or polo shirts

- â€ Sneakers or casual footwear

- â€ T-shirts (no offensive graphics or language)

Note: If client meetings are scheduled, business casual required.

6.2 CLIENT MEETINGS

When meeting clients, business professional attire required:

- â€ Men: Dress shirts with ties, dress pants, dress shoes

- â€ Women: Professional blouses, dress pants/skirts, dress shoes

- â€ Blazers or professional jackets recommended

6.3 COMPANY EVENTS

- â€ Dress code will be specified for each event

- â€ Annual party: Smart casual or cocktail attire

- â€ Team building events: Casual or athletic wear as appropriate

- â€ Conferences: Business professional

6.4 WORK FROM HOME DAYS

- â€ Dress appropriately for video calls

- â€ Business casual for upper body during virtual meetings

- â€ Professional appearance for client video calls

7. PERSONAL GROOMING STANDARDS

- â€ Maintain good personal hygiene

- â€ Hair should be clean and professionally styled

- â€ Facial hair should be well-groomed

- â€ Nails should be clean and well-maintained

- â€ Perfume/cologne should be used sparingly

8. SAFETY CONSIDERATIONS

- â€ Closed-toe shoes required in technical areas

- â€ Remove jewelry when working with equipment

- â€ Tie back long hair when necessary

- â€ Follow additional safety dress requirements as posted

9. RELIGIOUS AND CULTURAL ACCOMMODATIONS

88GB respects religious and cultural dress requirements.

Employees may request accommodations through HR.

10. COMPLIANCE AND ENFORCEMENT

- â€ Managers will address dress code violations respectfully