

# **Family First Credit Union**

## **Personnel Policy**

### **Dress Code and Appearance Policy**

#### **Purpose**

Family First Credit Union ("Credit Union") strives to create an environment reflective of our community and the professional financial services we offer. Quality service, positive behavior, good member relations and professional personal appearance are key factors in creating and maintaining a favorable business image. Accordingly, the Dress Code and Appearance Policy ("Policy") sets forth the expectations for all Credit Union employees regarding appropriate workplace dress and appearance.

#### **Policy**

All Credit Union employees are required to maintain a professional business-like appearance during working hours. Employees' dress, hygiene, and grooming must be appropriate to the workplace and in line with the requirements of this Policy. Credit Union employees must adhere to the Business Dress Code from Monday to Thursday, but may follow the Casual Dress Code on Friday and Saturday, unless otherwise communicated by management. If an employee has a meeting scheduled with a client on Friday or Saturday, however, the employee should abide by the Business Dress Code for that day.

If, in the Credit Union's sole opinion, an employee's dress or appearance does not meet Credit Union standards as articulated in this Policy, he or she may be sent home, without pay, and directed to return to work with a more professional appearance. Violations of this Policy will result in disciplinary action, up to and including termination of employment for repeated violations.

Questions regarding this Policy or expectations for compliance should be directed to an employee's direct manager or an Officer of the Credit Union.

#### **General Appearance Guidelines:**

- All clothing and shoes should be neat, clean, and in good condition;
- Hands and nails must be clean and appropriately manicured;
- Hair should be clean, combed, and well-maintained in a business-like style;
- Mustaches and beards should be neatly trimmed;
- Makeup should not excessively applied; and
- Tattoos should be discreet in nature and exposure should be minimal; visible tattoos may not be any larger than two inches.

**Business Dress Code:**

- Tailored dress slacks, corduroys, Dockers or khaki-type pants;
- Dresses or skirts for women;
- Suits, jackets, blazers, and vests;
- Collared shirts, sweaters, and blouses for women;
- Collared shirts with ties for men;
- Logo wear associated with this Credit Union or credit unions generally;
- Simple character logos (such as a Nike swoosh);
- Socks with dress shoes or loafers for men; and
- Flat or heeled dress shoes or sandals for women.

**Casual Dress Code:**

- Any item from the Business Dress Code;
- Denim clothing; and
- Sneakers, athletic shoes, and flat sandals.

**Prohibited at any time:**

- T-shirts (except when worn under another shirt);
- Shorts, skorts, or cut-off pants;
- Sleeveless tops;
- Leather or flannel apparel;
- Jogging suits or sweatsuits;
- Any skirt or dress where the hemline or slit is above the mid-thigh when seated;
- Tight-fitting, sheer, low-cut, backless, or revealing attire;
- Clothing with holes or tears;
- Extremely baggy clothing;
- Flip flops, crocs, shoes that flap against the feet when walking, and other ultra-casual shoes;
- Leggings (except when worn under a skirt or dress of appropriate length);
- Clothing with words, terms, or pictures that may be offensive to others;
- Any "logo wear" except simple character logos or logos associated with the Credit Union or credit unions in general, such as the Credit Union League or the Credit Union National Association;
- Unnatural hair colors, such as pink, blue, green, orange, and purple; and
- Intentional body alteration or modification that detracts from a professional image, including, but are not limited to: visible tattoos larger than two inches; offensive tattoos (regardless of size); brands; body piercing (other than traditional ear piercing); tongue piercing or splitting; tooth filing; earlobe expansion; and disfiguring skin implants.

## **Accommodations**

Employees may request accommodations to this Policy based on religion, physical/mental condition, gender, or other appropriate reason. Requests for an accommodation should be made to an employee's direct manager. Accommodation requests will be considered on a case-by-case basis.

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## **Dress Code/Appearance Policy and Guidelines**

Approved by Board of Directors                      Date \_\_\_\_\_

Policy Updated    Date \_\_\_\_\_

## **Acknowledgement of Receipt of Dress Code and Appearance Policy**

I acknowledge that I have received a copy of the Family First Credit Union Dress Code and Appearance Policy ("Policy") and that I have read and understand the Policy. I agree to abide by the terms of the Policy throughout my employment, and acknowledge that violation of the Policy may subject me to disciplinary action, up to and including termination of employment for repeated violations. I understand that if I have any questions regarding this Policy, I should direct them to my direct manager or to an Executive of Family First Credit Union. I further understand and acknowledge that I may request an accommodation from the requirements of the Policy from my direct manager based on religion, physical/mental condition, gender, or other appropriate reason.

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**Employee Signature**

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**Employee Printed Name**

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**Date**