

TRENDS DRESS CODE 5-15-12

The company's objective in establishing a casual dress code is to allow our employees to wear clothing that is comfortable and practical for work but not offensive to others. While the office setting can be casual, employees still need to project a professional image for our customers, potential employees, and company visitors. Jeans can be added to the weekly attire as long as they are not torn, ripped, dirty, or frayed. When business meetings are scheduled a more professional attire may be required depending on your department's job responsibilities.

Casual Fridays

On casual Fridays, shorts that are longer than 4" above the knee, casual sandals, casual shoes, tank tops, t-shirts and sweatshirts are acceptable. No running or jersey shorts; spandex, lycra, or biking shorts; rubber beach flip flops, or slippers.

General Guidelines

Clothing that works well for the beach, yard work, dance clubs, and exercise sessions is not appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, stomach, or undergarments is not appropriate for a place of business. Clothing should be neat and pressed. Tube or halter tops are not acceptable. Any clothing that has words or pictures that may be offensive to others is unacceptable. Skirts shorter than 4" above the knee are unacceptable. Shirts, accompanied by leggings, shorter than 4" above the knee are unacceptable.

Clothing must not constitute a safety hazard. No employee or visitor is permitted to wear open-toed and/or opened-heel shoes in the Distribution Center at any time.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If unsure that an article of clothing is acceptable, it most likely isn't. If in doubt, don't wear it.

If clothing fails to meet these standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee will be sent home to change clothes and will receive a verbal warning. Progressive disciplinary action will be applied if dress code violations continue.