



Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business. Clothing should be neat, clean, and tasteful. Employees are expected to report to work properly groomed, including proper hygiene, and wearing appropriate clothing. Our Office attire Monday through Thursday is Business Casual, including jeans and tennis shoes, and Casual on Fridays.

The following guideline apply:

Business Casual Monday through Thursday.

Okay:

- Jeans
- Collared shirts
- Sweaters
- Tennis shoes
- T-shirts –Acra Branded
- Sweatshirts –Acra Branded
- Acra Branded baseball cap

Not Okay:

- T-shirts – solid color, non-Acra branded or with graphics
- Sweatshirts – solid color, non-Acra branded or with graphics
- Jeans with rips, tears, holes, or frayed hems
- Skirts or dresses shorter than 4 inches above the knee
- Flip flops (flat or with heel)
- Flat open-toed beach type sandals or slides

Casual Friday (Includes all items listed okay for Monday – Thursday)

Okay:

- Shorts (no shorter than 4 inches above knee)
- Flip flops
- Flat open-toed beach type sandals or slides
- T-shirts – solid color
- Sweatshirts – solid color
- Baseball caps

Not Okay:

- Torn clothing
- Jeans with rips, tears, holes, or frayed hems
- Gym shorts



- Tank or Halter tops

Not Okay any time:

- Camisoles,
- Exposed bra straps
- Clothing that exposes the midriff
- Skirts or dresses shorter than 4 inches above the knee
- Clothing with deep inset shoulders; Racer back tops; Neckline that are not office appropriate
- Clothing with phrases or graphics not appropriate for the workplace
- Baseball caps with inappropriate graphics, political or controversial content

Employees (exempt and non-exempt) who report to work inappropriately dressed may be asked to leave and return in acceptable attire. Employees will not be paid for the time taken to change attire.

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin, or any other class protected by federal, state or local law. For more information, see Harassment, Discrimination and Retaliation Prevention policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact Human Resources to discuss the needs for such accommodation.