



OFFICE ATTIRE POLICY

PURPOSE:

All staff is to adhere to the Official Attire Policy defined in the Kimmel Center, Inc. Policy Manual with the exception of hourly, seasonal, part-time staff whose principal place of work is 1420 Locust Street, Suite 320 and who do not normally engage in face to face contact with customers, henceforth referred to as “Part-time Staff”. All Part-time Staff will adhere to a “Business Casual Dress” policy. The purpose of this document is to define “Business Casual Dress” in order to ensure that all Part-time Staff adhere to this policy and present a professional and well-groomed appearance in the work place.

POLICY:

Ticket Philadelphia is committed to supporting and enhancing a professional image that reflects a service-oriented organizational environment to our audiences and the community. It is important that the individuals in the organization convey an image of professionalism to those with whom they interact. With this goal in mind, the regular attire for Part-time Staff is business casual. Individuals will be responsible for making competent decisions about how to best represent the organization in a variety of situations and will make personal choices in terms of attire to best assist Ticket Philadelphia in meeting its objectives. This policy applies at all times, unless an alternate attire policy is specified in writing for a certain date.

GUIDELINES:

1. ACCEPTABLE BUSINESS CASUAL ATTIRE INCLUDES THE FOLLOWING:

- Collared Shirts
- Kimmel Center Logo Shirts
- Client Logo Shirts
- Blouses
- Pants/Slacks
- Skirts
- Dresses

2. UNACCEPTABLE BUSINESS CASUAL ATTIRE INCLUDES THE FOLLOWING:

- Tank/Halter/Tube Tops
- Sweatshirts
- T-Shirts
- Clothes with offensive slogans, pictures, logos, gestures, suggestive cartoons, derogatory words, etc.
- Revealing Clothing
- Stretch/Leggings/Sweat Pants
- Jeans or Denim (Also includes weekend shifts)

- Shorts
- Beach Wear (Sundresses without jackets)

3. **ACCEPTABLE FOOTWEAR INCLUDES THE FOLLOWING:**

- Loafers
- Boots
- Predominantly black or white athletic shoes

4. **UNACCEPTABLE FOOTWEAR INCLUDES THE FOLLOWING:**

- Flip-flops
- Beach Sandals

NON-COMPLIANCE:

Ticket Philadelphia is confident that each staff member will use their best judgment when maintaining appropriate attire and appearance. Department managers and supervisors reserve the right to determine appropriateness and are responsible for monitoring and enforcing this policy. This policy will be administered according to the following steps:

1. If clothing fails to meet these standards, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change their attire. This time will be taken as unpaid hours.
3. Repeated policy violations will result in further disciplinary action, up to and including separation.

I have read and been informed about the content, requirements, and expectations of the dress code policy for Ticket Philadelphia. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment.

I understand that if I have questions, at any time, regarding the dress code policy, I will consult with my immediate supervisor or the Human Resources Department.

Please read the dress code policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____