

SCG Dress Code Policy



SCG's dress code policy is implemented to promote work place safety, create a professional appearance, and a positive working environment. Personal neatness and appropriate attire provide an atmosphere of professionalism and inspire confidence in our ability to deliver services.

This Dress Code Policy relies to a great extent upon the good judgment of employees. This policy provides general guidelines about work attire. Neat appearance is required at all times. If a question arises about the appropriateness of particular items of clothing, these should be resolved by supervisors. In the event that a supervisor finds clothing to be unacceptable, an employee will be sent home to change to appropriate attire.

This policy is in effect at all times, including times designated as Casual Dress Days, e.g., bowling party day, Halloween party, or Casual Fridays, and applies to all employees. Casual Dress Days and Casual Fridays are an opportunity for SCG employees to dress in a less formal manner for their comfort.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. Skirts or dresses should be long enough so that the employee can bend over and retrieve an item from the floor without revealing anything that is inappropriate. In addition, those who wear low riding pants should ensure that their shirts are long enough to stay tucked in when they bend over to retrieve a box or other item from the floor. Clothing should be pressed and not wrinkled. Torn, dirty, or frayed clothing is unacceptable.

Dress Code for Client Visits to SCG and Attending Meetings

Although the office setting can be casual business attire when clients are not present, when clients visit the office or you attend a meeting, representing the company requires more formal, professional attire.

Below are general guidelines for such events:

Men:

Blazers, suits, or sport coats
Dress slacks, ties, dress shirts with buttons and collars, socks and dress shoes

Women:

Dresses, suits, skirts or slacks with jackets, blouses, dress shoes

Appropriate Casual Business Attire

In a casual work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Casual business attire may be worn Monday through Friday of each week when no clients are at SCG or you are not attending a meeting. Avoid flip flops or other shoes that can be particularly noisy when you walk down the halls. Here are the guidelines for casual business attire:

Men:

- Slacks or Dockers (no jeans except Fridays)
- Polo shirts with collars
- Oxford button-down shirts
- Sweaters and cardigans

Women:

- Slacks (no jeans except Fridays)
- Polo shirts
- Dresses
- Skirts
- Sweaters
- Blouses
- Jackets/blazers

Casual Fridays Attire

Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable. Torn, dirty, or frayed clothing is unacceptable, and clothing should be free of wrinkles.

Here are the guidelines for casual Fridays:

- Plain or pocket T-shirts/sweatshirts
- Blue denim jeans
- Tennis shoes
- No pajamas or sleepwear
- No beachwear