

Comcast Center Dress Code

Our Policy:

Comcast encourages all employees to be conscious of their personal appearance while at work. Business attire should be appropriate to the work environment and to the employee's job, in keeping with the guidance established by the work location. In all cases, employees and guests should be dressed professionally and neatly.

Absent alternate guidelines being established by a business unit leader, as set forth below, the dress code at the Comcast Center will be traditional business dress, which will be the dress for all floors on the high rise elevator banks (floors 46-56).

In the balance of the Comcast Center, each senior business unit leader will have the ability to establish guidelines regarding the dress code that best supports the individual work group's business needs. These guidelines will generally be reflective of the nature of work performed, interaction with outside visitors and or customers, and interaction with Comcast leadership. The guidelines will be subject to the approval of the Executive Vice President responsible for corporate administration.

In "Ralph's Café" (the Center's two-story cafeteria area, floors 43-44), traditional business or business casual attire will be required at all times. Dress for the Conference Center (floor 45) will also be traditional business or business casual, except that jeans and sneakers will not be permitted on the Conference Center floor.

Definitions:

Business Dress: Includes, but is not limited to the following attire: suits, suit jackets, shirts and ties, conservative-length dresses or skirts, blouses, blazers, jackets, socks and, dress shoes, pumps or heels.

Business Casual: While not all inclusive, "business casual" attire consists of the following: slacks, full-length pants (khaki/cotton), dressy capri pants, jeans, casual dresses, skirts, casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks. Shoes should be men's dress shoes, loafer-styles, boots, leather deck shoes, pumps, heels or sneakers. *Note – distressed and torn jeans and flip flops are not considered "Business Casual" wear.*

Inappropriate Dress: Includes, but is not limited to: torn, shredded or ripped clothing of any kind, shorts, sweatpants, exercise pants, overalls, leggings or other form-fitting clothing, tank-tops, crop-tops, tube tops and sundresses.

Additional information:

Employees with questions about Comcast's Dress Code should speak to their supervisor or Human Resources Representative.