



Buffalo Grove Personal Appearance & Dress Code Policy

Personal Appearance

This policy provides general dress and grooming guidelines to associates. Good personal grooming is essential to promote a positive image in the workplace. Associates are expected to wear attire that is neat, clean, presents a positive image, and is appropriate for their work environment. Hairstyles, make-up, and the grooming of beards and mustaches should contribute to a clean and neat appearance and meet the safety requirements of the area.

Dress for your Day

Associates should consider each day's activities when determining what to wear. Business reasons may require associates to wear professional or business casual attire based on the level of customer service and public contact, and the types of meetings scheduled for the day.

Repair Shop/Lab/Warehouse Environments

In repair shop, lab and warehouse areas, the dress and grooming requirements may vary due to safety requirements or special manufacturing processes. Full enclosed shoes and safety glasses are required in all repair shop areas. Safety shoes may be required in some areas as well.

Office Environments

The associates who work in office environments may wear, but are not limited to: jeans, Capri pants, cropped pants, tennis shoes and casual sandals. All attire is expected to be neat, clean, in good taste, and project a positive image. Casual, but professional business attire includes, but is not limited to slacks, khakis, sport shirts with collars, turtlenecks, skirts, dresses, sweaters, loafers, dress sandals, sleeveless blouses and sweaters. Associates who prefer to regularly dress in professional or business casual attire should feel free to do so.

Unacceptable Attire

Specific attire that is unacceptable for all associates in all facilities includes but is not limited to: Torn or holey clothing, beach attire, sweat pants, nylon athletic wear, rubber flip-flops, and shirts with offensive or inappropriate slogans or pictures (alcohol, drugs, guns, tobacco, nudity, etc.). Excessively revealing, distracting or provocative attire (i.e., skorts, halter tops, tank tops, spaghetti strap or thin strap tops, sheer attire, and short-skirts or short-dresses) are also unacceptable. Clothing must fully cover the associate's torso. Shirts that ride up or pants that are too large/low and slip down to reveal skin and/or underclothing are also unacceptable. **Shorts are not allowed to be worn at any time.**

Associates reporting to work in clothing that, in the sole discretion of management, does not meet the above criteria may be asked to go home and change. Leadership reserves the right to require professional or business casual attire on certain days due to business driven reasons.