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| **Document Name** | Dress Code Policy |
| **Document Number** | 2004p |
| **Last revised** | August 9, 2022 |
| **Purpose** | To achieve consistent professional appearance among all  office staff. |
| **Connecting Documents** | Not applicable |
| **Connecting Forms** | 2004f |
| **Connecting Systems** | Not applicable |

**Dress Code Policy – Business Casual**

To maintain a professional work environment, it is important to comply with this company issued dress code policy. All employees are expected to demonstrate good judgement and professional taste.

To assist you in maintaining a professional attire, EZ STAK has a **$300.00** clothing allowance for all office workers. This allowance covers clothing, shoes, jackets, and accessories. To be reimbursed for the clothing allowance use **Expense Reimbursement form # 2004f**

**Appropriate Business Casual Attire:**

**Slacks, Pants, and Suit Pants:**

* Dress pants or slacks that are like Dockers and other makers of cotton or synthetic material pants are acceptable.
* Inappropriate slacks or pants include jeans, sweatpants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.
* Denim with no ribs and stains can only be worn on Casual Fridays only.

**Skirts, Dresses, and Skirted Suits**

* Casual dresses and skirts that are 1” above the top of the knee are acceptable.
* Dresses that cover your shoulders are appropriate workplace attire. Shoulders and back should not be bare.
* Short, tight skirts that are halfway up the thigh are inappropriate for work.
* Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

**Shirts, Tops, Blouses, and Jackets**

* Dress shirts, sweaters and tops are acceptable attire for work.
* Most suit jackets or sport jackets are also acceptable attire for the office if they violate none of the listed guidelines.
* Inappropriate attire for work includes tank tops, exposed midriff tops, and sweatshirts.
* Graphic Tees and shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans are unacceptable attire.
* T-shirts are inappropriate unless worn under another blouse, shirt, jacket, or dress.
* Halter-tops and tops with bare shoulders are inappropriate attire unless worn with another blouse, shirt, jacket, or dress.
* Golf shirts are acceptable attire.

**Shoes and Footwear**

* Dark conservative walking shoes, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.
* Flashy athletic shoes, thongs/ flip-flops, and slippers are unacceptable.
* Closed toe and closed heel shoes are required in the manufacturing operation area.

**Jewelry, Makeup, Perfume, and Cologne**

* Cologne, perfume, and makeup must be worn with caution and restraint, due to possible allergies to perfumes and makeup.
* Tattoos and body piercings may not be visible in work attire.

**Hats and Head Covering**

* Hats are not appropriate in the office.
* Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

**Note:** No dress code can cover all contingencies so employees must exercise a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your manager, supervisor, or your Human Resources staff.

**Acknowledgment and Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read and understand the Dress Code Policy of EZ STAK. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action.

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| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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