

SMART
CASUAL
DRESS CODE
Tops



Appropriate Tops

- Casual Shirts
- Polo Shirts
- Short Sleeves Blouses or Shirts
- Plain Hoodies (hood down)
and Sweatshirts
- Turtlenecks
- Jackets or Sweaters
- Dresses (below knee level)

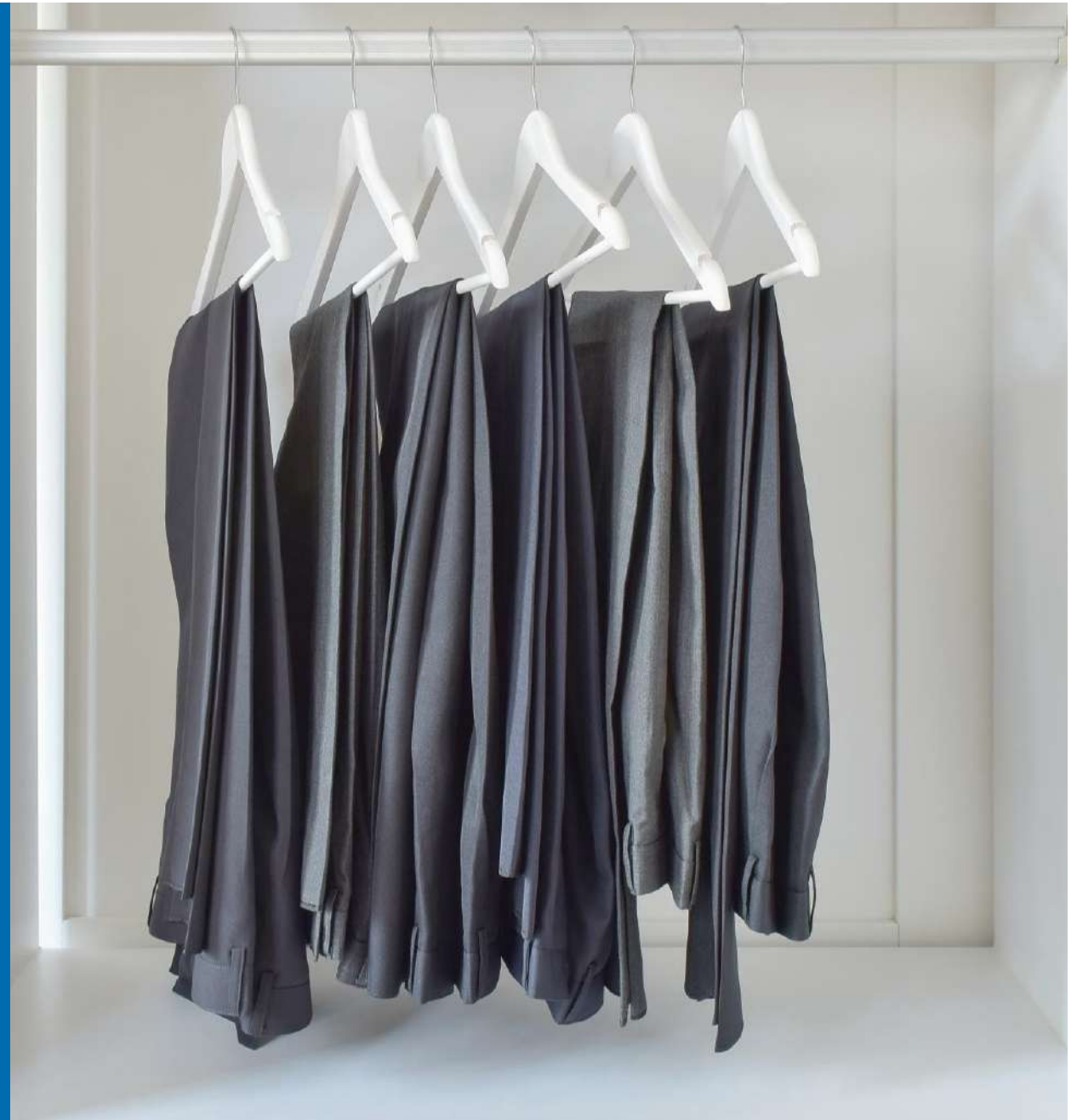


Inappropriate Tops

- Sleeveless Blouses or Shirts
- Midriff, halter and tank tops
- Beachwear, Spaghetti-strap dresses
- Tops with quotes, prints, and cartoons
- Clothes with Glitter and Sequins
- Strapless Shirts and Dresses
- Leather Tops



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Bottoms



Appropriate Bottoms

- Cotton, wool and dress pants
- Plain Jeans (must be clean and free of rips, tears and fraying)
- Skirts
- Dressy Capris



Inappropriate Bottoms

- Sweatpants, Leggings, Jeggings, exercise wear, Leather Pants
- Baggy, stonewash, or acid wash jeans
- Bib Overalls
- Shorts, low-waist pants or jeans
- Skirts or Skorts above knee length
- Beachwear



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Shoes



Appropriate Shoes

- Leather deck-type Shoes
- Casual Sneakers
- Athletic Shoes
- Sandals and Flats
- Clogs and Office Heels
- Boots



Inappropriate Shoes

- Slippers and Flip flops
- Flashy Shoes
- Croc-like Shoes
- Sandals that look like slippers



CASUAL THURSDAY



Appropriate Clothing

- Casual shirts with quotes, slogans and cartoons, as long as it does not carry any offensive or inappropriate content.
- Baggy pants, overall and floral/pattern pants.

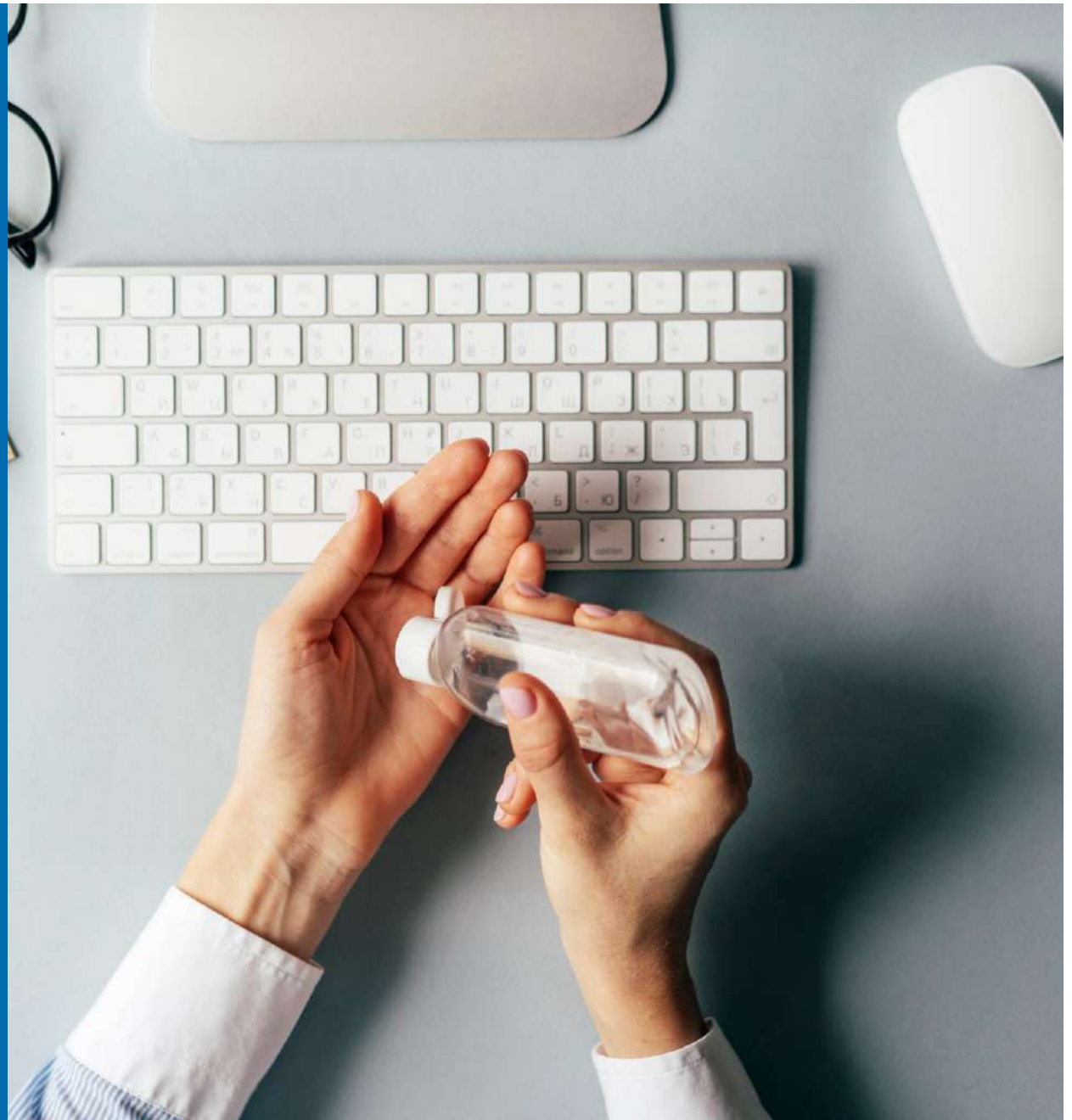


Company Events

- During company events, employees are expected to wear clothes that are suitable for the event and follow the company's culture.



HYGIENE

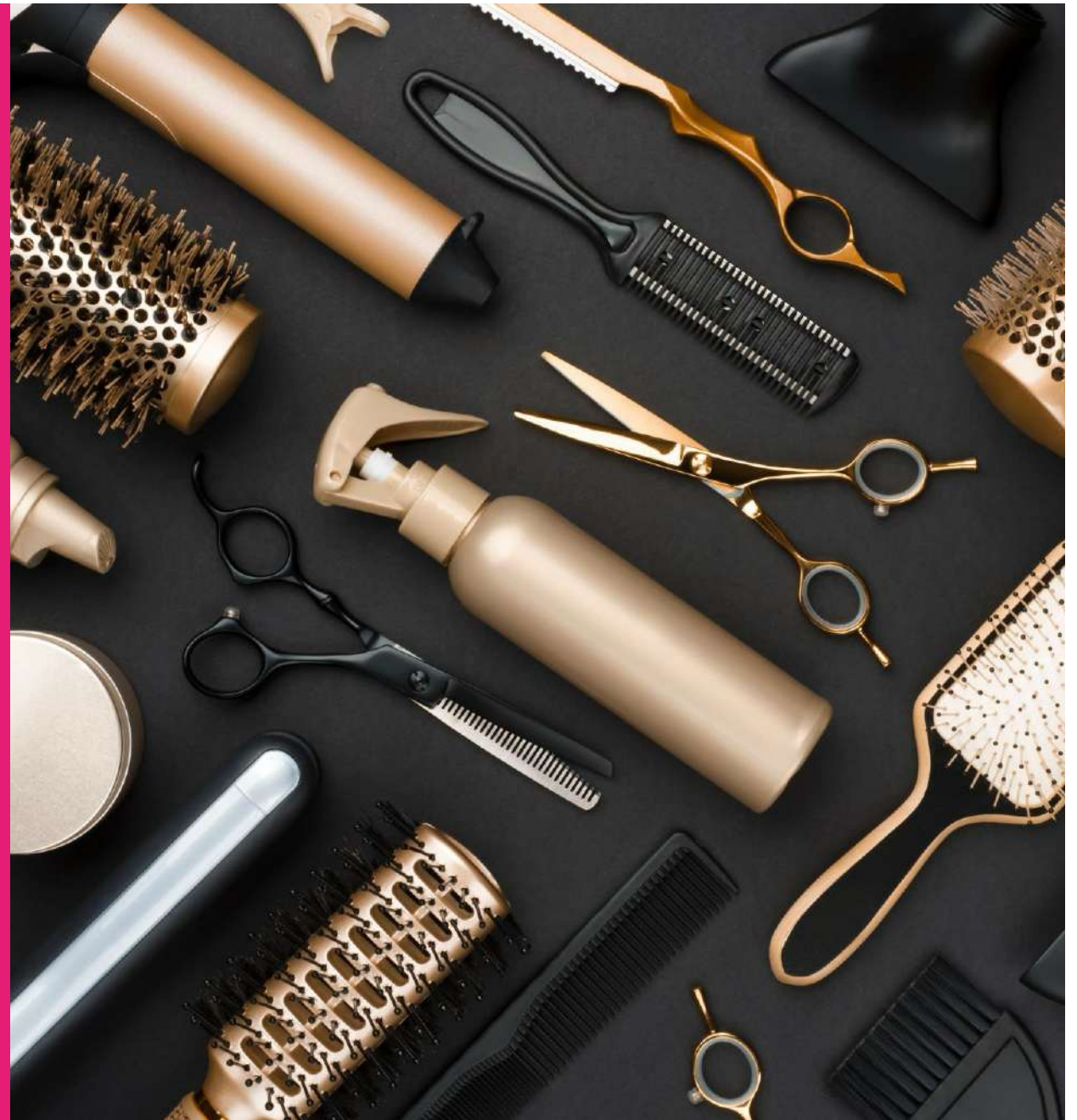


Staying Healthy and Fresh

- Maintain personal cleanliness
- Oral hygiene
- Avoid heavily scented perfumes, colognes, and lotion (these can cause allergic reactions to some employees)
- Please keep your fingernails clean and trimmed
- Deodorants and antiperspirants are good for minimizing body odor



PERSONAL GROOMING



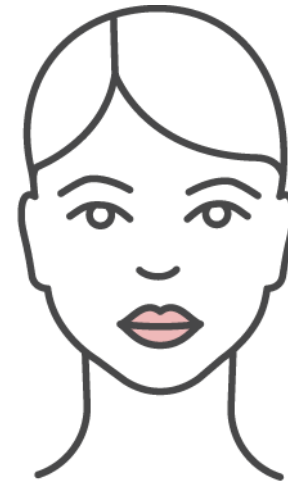
Personal Grooming

- Head covers and grooming styles that are required for religious purposes are allowed
- Moderate use of make-up
- Clothing must be clean and free of rips, holes and tears
- Shoes must be worn with socks or stockings
- Neat and well-groomed hair, sideburns, mustaches and beards
- Afros or dreadlocks should be secured, hair must be tied back

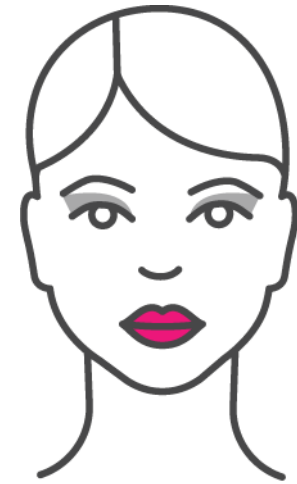
Personal Grooming

- Bangs should be pulled back as to not cover the eyes
- Avoid wearing sunglasses indoors (unless prescribed by a physician)
- Avoid dangling or distracting jewelry that may create jangling noises
- Avoid wearing hats indoors (except for ice caps and beanies)

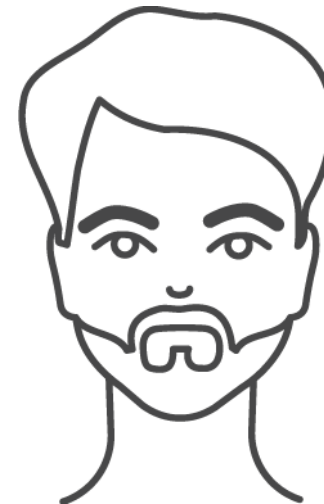
Personal Grooming



Day Make Up



Night Make Up



Well Groomed
Beard and Hair



Messy
Beard and Hair

Inappropriate Accessories



Thank you