**Dress Code**

Dress, grooming and personal cleanliness contribute to the success of [INSERT COMPANY NAME] (and thus all of its employees), and affect the business image [INSERT COMPANY NAME] presents to its customers and visitors.

Accordingly, you are expected to maintain and present a clean, neat and pleasant appearance, and are expected to dress according to the requirements of your position.

A violation of this policy is a disciplinary offense. If you have any questions regarding this policy or what constitutes appropriate grooming or attire, consult with your immediate supervisor or [INSERT OFFICIAL TITLE OF PERSON ADMINISTERING HANDBOOK POLICIES].

**EXAMPLE OF 'BUSINESS CASUAL' POLICY**

Office attire between Memorial Day and Labor Day will be 'business casual' with the exception of those days when association meetings or visitors would dictate business attire. Business casual will allow employees to be more cool and comfortable during the summer months. However, standards need to be followed in order to maintain a neat and business-like appearance. Casual business attire should be comfortable and still communicate a professional attitude.

Attire considered inappropriate for the workplace would be:

- Tank tops, souvenir t-shirts, shirts with printed messages.

- Blue jeans, leggings or shorts.

- Open toed sandals, slippers, tennis shoes, flip-flops or thongs.

- Any clothing that would more appropriately be worn to the gym or to clean out your garage.

If you are in doubt as to whether or not you should wear a particular style of clothing to the office, you probably shouldn't.

Employees will be advised several days in advance when a situation would require that staff should wear business attire. If an employee is representing the association at another location where business attire is the norm, they should dress accordingly.

In summary, use good judgment. Remember, the intent is to help 'beat the heat,' be more comfortable during the summer months and still project a business image while in the office.

Please give a copy of this memo to anyone in your area who doesn't have access to e-mail. Thanks!!