

Dress Code

As a business who values EVERY employee, we want every employee to feel comfortable in their workspace. This means, no offensive or inappropriate attire will be tolerated.

Business Casual: Monday- Thursday

This means, no offensive attire to others! Clothing that reveals too much cleavage, your back, chest, stomach, legs, or underwear/bra, is not appropriate for a place of business. Torn, frayed, dirty, and extremely wrinkled clothing is also unacceptable. Please refrain from wearing any clothing with words, terms, or pictures that may be offensive to other employees.

- Casual shirts: All shirts with collars, business casual crew-neck, turtlenecks or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops.
- Pants: Casual slacks, dress pants, khakis, skirts, and trousers and jeans without holes, frays, dresses or skirts (knee length), etc. Examples of inappropriate pants include shorts, overalls, camouflage, and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

Casual Day: Friday

Appropriate

- T-shirts (no graphics).
- Denim jeans.
- Capri pants.
- Company logo wear.
- Casual shoes including clean athletic shoes.

Inappropriate

- Logo clothing (sport teams, cartoon characters, etc.) other than company logo.
- Flip-flops.
- Tops with Plunging necklines, and shirts with potentially offensive words, logo, slogans, or cartoons
- Sleeveless tops, midriff tops, tops with bare shoulders, halter tops or tank tops.
- Sweatpants.
- Leggings.
- Tight, revealing or otherwise inappropriate clothing.
- Spandex
- Athletic wear.
- Clothing that is ripped, frayed, stained or messy.

Makeup, Hair, Perfume, Cologne, and Personal Hygiene

A professional appearance is required. This includes proper personal hygiene, i.e. showers, deodorant, dental hygiene, etc. Remember that some employees are allergic to the chemicals in perfume/cologne so wear these substances with restraint. Hair should be brushed and styled. Makeup should be appropriately applied.

Hats and Head Coverings

Hats are not permitted Monday-Thursday but are acceptable for casual Fridays. Please do not wear hats that could be offensive to others, such as no political statements, no offensive logos or words, and no inappropriate images. Remember, we value all employees and want all employees to feel respected and comfortable in their workspace! Head covers that are required for religious purposes or to honor cultural tradition are always allowed.

If any of the above expectations interfere with your religious or cultural beliefs, please do not hesitate to reach out to your direct manager or Shelby Monty to address any questions or concerns. We want this to be a safe and welcoming environment for everyone!