



Concord Crossroads, LLC

Certified Service Disabled Veteran Owned Business

04-001

MEMORANDUM REGARDING DRESS CODE POLICY

OFFICE DRESS CODE POLICY

TO: All Concord Crossroads Employees

FROM: Human Resources Department

SUBJECT: Dress Code Policy

DATE: January 16, 2014

Associates are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. Concord Crossroads, LLC (C3R) requires employees to always appear for work in attire that is professional and suitable for the work place. All attire must meet the standards for a professional environment and not attract undue attention or serve as a distraction to others. How you dress and present yourself is a statement about you and about C3R. Whether you are interacting with C3R employees on the job, meeting with clients, fellow business people, vendors, or representing C3R at different venues, your attitude and attire says a lot about you and about C3R.

C3R's dress policy is "**Business Professional**" (**jacket and tie, and comparable women attire**) we insist employees come to work well groomed and dressed for a professional work environment. All employees are responsible for ensuring that C3R maintains a business atmosphere throughout the company, and all work sites in CONUS and OCONUS. For general office attire, the key is a **Professional Business** appearance.

Your appearance and dress should always reflect what is appropriate for our office and work setting. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.



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Unacceptable Business Professional Attire:

- Shorts
- Flip Flops
- Tennis shoes
- Spandex & Lycra (i.e. leggings, biking shorts)
- Tank tops
- Tube tops
- Halter tops
- Beach wear
- Cutoffs
- Jeans
- Mini skirt/dresses
- Revealing or skin-tight shirts, pants, etc., are not acceptable
- Clothes with offensive slogans or picture, are not acceptable
- Clothes with political slogans, derogatory words, gang colors, group regalia (i.e. KKK, Nazi)
- Offensive, explicit, or graphic buttons, hats, caps, or other attire are not acceptable

If you have any questions, please contact the Human Resources Department.