

SUMMER DRESS CODE REMINDER

A dress code reminder from your HR team.

Many of you have purchased shorts passes for the summer, with the proceeds supporting a local charity. Thank you for your contributions!

Now that summer is in full swing, you might not be sure if that favorite pair of shorts is acceptable to wear in the office, so we want to remind you that business casual is not beach casual. With clients in the building, we want to ensure the shorts pass and our overall dress code remain by following the summer rules appropriately.

Whether you purchased a pass or not, now is a great time for all associates to review our dress code policy, which can be found [here](#). We've provided a few high-level guidelines below:

- No short shorts – your shorts must be longer than where your fingertips hit when you hold your arms by your side.
- No flip-flops.
- No gym wear, including jeggings, Spandex, or other form-fitting pants.
- No sweatshirts (including hoodies) or sweatpants.
- No T-shirts or clothing with offensive messages or images.
- Undergarments must be covered and should not be seen through shirts, observable above shorts or pants. or easily visible under sheer blouses.

Not sure if your outfit is appropriate? Ask your manager or HR business partner before you wear it to the office.

Thank you!

<<Company>> HR Team