

The Altman Corporation

Dress Code Policy

Revised October 2013 By:

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INTRODUCTION

In order to maintain a professional image and comfortable work environment that is conducive to both client satisfaction and increased sales, the Altman Corporation has chosen to start with our employees. As employees of our Company, you are each ambassadors with an important responsibility to represent our product, brand, and image through your appearance. To this end, below you will find a revision to the Altman Corporation's dress code policy.

Although traditional business attire is always acceptable, everyone will need to exercise good judgment in the application of these guidelines. If you have any questions or concerns about this policy, please discuss it with your supervisor or the Human Resources staff directly.

GENERAL

Employees are expected to present a neat appearance and are not permitted to wear ripped, frayed, or disheveled clothing or seams. Garments worn by any employee should cover the body to avoid distasteful or suggestive exposure of skin and undergarments. Employees should use cologne, perfume, or makeup sparingly to avoid offending others who may be allergic or sensitive to the chemicals found in those products. Please refrain from wearing any unacceptable graphics or politically-related content on shirts or blouses as well.

PANTS

Only clean, pressed slacks (casual or dress) and unaltered, traditional-style jeans will be acceptable. Appropriate choices are classic styles of chinos, slacks made of cotton, wool or flannel, dressy capris, and stylish, on-trend jeans. Examples of unacceptable pants would include sweat pants, exercise pants, shorts, spandex, bib overalls, or leggings. Pant length should also be appropriate for the type of footwear that is worn.

DRESSES/SKIRTS

Casual dresses and skirts (including splits) at or below knee-length are acceptable and must remain in a clean, unaltered, professional state. Dresses and skirts should be at a length at which you can sit comfortably in public without being too revealing, tight, or transparent. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

TOPS

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, polo shirts, and turtlenecks are all acceptable choices for work. If there is a logo, it should not conflict with any of the clients we are currently representing. Most suit or sport jackets are also appropriate as long as they don't violate any stated guidelines. Inappropriate shirts or tops include tank tops, midriff tops, halter tops, sweatshirts, and t-shirts as outerwear. Please keep buttons fastened at an acceptable height and wear an appropriate belt if the shirt or blouse is tucked in. Clothing should be free of inappropriate graphics, words, or political content.

FOOTWEAR

Please use discretion when choosing footwear. Dress shoes, dress heels, boots, sandals, loafers, leather deck-type shoes, and flats are acceptable and should be kept clean and in good repair. Athletic footwear, Crocs, flip-flops, thongs, slippers, or footwear that is flashy, stained, or worn-out should be avoided. In warmer weather, wearing no stockings is allowed. Shoes necessary for medical issues or rehabilitation are permitted with an accompanying doctor's note.

ACCESSORIES

Jewelry should be tasteful and visible body or face piercing should be limited to the earlobes. No other areas of the body should be visible with body piercing jewelry. Excessive jewelry should also be avoided. Hats are not appropriate in the office. Head coverings that are part of religious or cultural traditions are acceptable.

TATTOOS

Under no circumstances are tattoos or body art visibly permitted. We understand your right for self-expression; however, while performing your job functions in a professional environment we ask that all visible tattoos be concealed from the client's view.

PIERCINGS

Earrings are limited to one per earlobe and should be tasteful and appropriate for all business and

professional attire. Earrings that are small, simple, and conservative in both color and style are recommended.

APPEARANCE

Dress, appearance, and personal grooming/hygiene should not be offensive to customers or other employees. Hair, including facial hair, should be clean and neatly trimmed and conform to professional standards of style and color.

CONCLUSION

We strive arduously to protect The Altman Corporation's professional image and ask that, as employees, you take your role seriously and abide by these guidelines.

If a clothing item fails to meet these standards, the employee will be asked not to wear the inappropriate item to the office again. If the problem continues, the employee may be asked to return home, without pay, to change clothes and will receive a verbal warning. Progressive disciplinary action, up to and including termination, will be applied if dress code violations continue. Again, please direct any questions about this policy to your supervisor or the Human Resources staff directly.

Thank you for your cooperation.