

## **Manager Dress Code Policy**

Xscape offers a business casual dress code to allow employees to work comfortably in the workplace. Yet, we still require our employees to project a professional image at all times.

Because all casual clothing is not suitable for the office, these guidelines will help determine what is appropriate for managers to wear to work. Some general rules of thumb include:

- Clothing that is appropriate for the beach, yard work, dance clubs, exercise sessions, and sports contests is not appropriate for work.
- Clothing that reveals too much of certain body parts including cleavage, back, chest, feet, stomach, or undergarments is not appropriate.
- Clothing should be pressed and never wrinkled.
- Torn, dirty, or frayed clothing is unacceptable. All seams must be finished.
- Clothing that has words, terms, or pictures that may be offensive to guests or other employees is unacceptable.
- Clothing displaying the Xscape logo is encouraged.

### **Guide To Business Casual Attire For Work**

No dress code can cover all contingencies, so employees must exert good judgment in their choice of clothing to wear to work. Any questions or uncertainty about acceptable, professional business casual attire should be brought to the General Manager.

A general overview of appropriate and inappropriate business casual attire is outlined below; however, it is important to note that Xscape reserves the right to alter these guidelines at any time.

#### ***Slacks, Pants, and Suit Pants***

Slacks that are similar to Dockers™ and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable.

Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as biking pants.

#### ***Skirts, Dresses, and Skirted Suits***

Casual dresses and skirts, and skirts that are split at or below the knee, are acceptable with opaque stockings. Dress and skirt length should be at a length that allows the wearer to sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

#### ***Shirts, Tops, Blouses, and Jackets***

Dress shirts, button up and collared, are the only acceptable attire for work. Most suit jackets or sport jackets are acceptable attire.

Inappropriate attire includes tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, tops with bare shoulders, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

***Shoes and Footwear***

Slip resistant conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Socks or opaque stockings must be worn. Athletic shoes, tennis shoes, thongs, flip-flops, slippers, and any casual shoe with an open toe are not acceptable in the office.

***Accessories and Jewelry***

Tasteful, professional ties for men are mandatory. Scarves, belts, and jewelry are encouraged. Jewelry should be worn in good taste, with limited visible body piercing. All local health codes must be upheld with regards to body piercings.

***Makeup, Perfume, and Cologne***

Makeup is allowed, but should be minimal. Subtle fragrances of cologne or perfume are acceptable. Scents used too liberally can become overpowering for co-workers and guests.

***Hats and Head Covering***

Hats are not appropriate. Head covers that are required for religious purposes or to honor cultural traditions are allowed. All local health codes must be upheld.

***Conclusion***

If clothing fails to meet Xscape standards, as determined by a supervisor, the manager will be asked not to wear the inappropriate item to work again. If the problem persists, the manager may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. If dress code violations continue, progressive disciplinary action will be taken, up to and including termination.

***Personal Hygiene***

Xscape employees are expected to meet hygiene requirements during regular business hours for the duration of their employment. All employees should:

- Bathe daily to support personal cleanliness.
- Brush their teeth and maintain good oral hygiene.
- Use deodorant/antiperspirant to minimize body odors.
- Wash hands after eating, smoking, or using the restrooms.

This policy supersedes all previous versions. Please read and sign this acknowledgment that you have received this policy.

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Print Name

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Title

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Signature

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Date