



Business Casual Dress Code

Purpose

Chrysalis Spectrum recognizes the growing popularity of casual business dress and has adopted business casual attire as its primary standard of dress.

It is management's intent that work attire and personal grooming should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate "business casual attire" for wear during working hours.

Applies To

All full- and part-time Chrysalis Spectrum Contract Employees

Implementation

Ensuring proper adherence to this dress code is the responsibility of division management. Division management may implement stricter or more casual dress code standards based on business needs. The keys to sustaining an appropriate business casual attire program is common sense, good judgment, and a dress practice that Chrysalis Spectrum deems conducive to our business environment.

Appropriate Attire Required

As a rule, the type of dress that is appropriate depends upon the area in which you work. Regardless of the article of clothing, employees must avoid wearing anything to the office that is excessively worn, frayed, wrinkled or is more suited for the gym, beach, or nightclub. The following dress code lists are a reference for what is considered acceptable and unacceptable for all employees, except those working in positions that require uniforms and/or other safety apparatus be worn in the course of their duties.

Unacceptable Attire at All Times

- Dresses and skirts (above mid-thigh)
- Shorts (other than knee-length dress walking shorts)
- Evening or cocktail wear
- Visible undergarments
- Revealing halters, tube tops, or plunging necklines
- Clothing exposing the midriff
- T-shirts with inappropriate sayings or pictures,
- Tank tops or "muscle shirts"
- Beachwear, including water shoes or flip flops
- Provocative attire
- Workout clothes/yoga pants/athletic wear (other than athletic shoes)
- Cutoffs
- Hot pants
- Sleepwear (including house slippers)
- Spandex or Lycra (e.g., biking shorts)



Acknowledgment that you have read the above dress code policy.

Staff Signature:

Date:

Management Signature

Date: