



CORPORATE OFFICE DRESS CODE POLICY

General Rules

The Corporate Office has a business casual dress code. You should plan to “dress for your day”. If you have guests coming in to the office, then your attire may need to be more professional. Your attire needs to be suitable for the workplace. It should be clean, in good repair, unwrinkled, and look professional. Clothing should not be too revealing and should not show your undergarments. Clothing that you wear to the beach or to exercise is not appropriate for work. Clothing should not have words, terms, or pictures that may be offensive to other team members. Sports team and university clothing are generally not acceptable.

Pants

Pants that are similar to Dockers and other makers of cotton or synthetic material pants, jeans, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Jeans must be in good condition and must not contain holes, rips or tears, including jeans that are made that way. Inappropriate pants include sweatpants, exercise pants, yoga pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants.

Skirts and Dresses

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably. Short and/or tight skirts are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for work. Some of these dresses are acceptable as long as a sweater or cardigan is worn over them.

Shirts and Jackets

Casual shirts, dress shirts, dressy t-shirts, sweaters, tops, and golf-type shirts are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for work if they violate none of the listed guidelines. Inappropriate attire for work includes: midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts; casual t-shirts; tank-tops unless worn under another blouse, shirt, jacket, or dress.

Shoes, Footwear, Hats and Head Coverings

Conservative athletic or walking shoes, loafers, clogs, boots, flats, dress heels, leather deck-type shoes and dressy sandals are acceptable for work. Flashy athletic shoes, flip-flops, and slippers are not acceptable for work. Hats are not appropriate in the office. Head covers that are required for religious purposes are allowed.

Jewelry, Makeup, Perfume, and Cologne

Jewelry should be in good taste, with limited visibility of body piercings or tattoos. Some team members are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Appearance

- Beards, mustaches, and sideburns must be neatly trimmed.
- Personal cleanliness (including the use of deodorant) should be maintained at all times and body odor should be undetectable.

- Smokers should reduce or eliminate the smell of smoke by washing hands after smoking and using mints to freshen breath.
- Make-up should be applied tastefully and in moderation.

Corporate Office Dress Code Policy

Page 2

Gorman Clothing

Team Members are provided with an annual allowance to purchase Gorman logoed clothing.

Additional Rules

A Team Member's supervisor has the authority to send home any team member who is not dressed in accordance with the rules of this dress code policy. Repeated non-compliance with the dress code could lead to unpaid days off and/or disciplinary action up to and including termination.

Gorman & Company may make exceptions to this dress code policy in the event that a request for religious or disability accommodations has been made by the team member and that exception does not cause undue hardship for the company.

Dress Code Acknowledgement

I have read and been informed about the content, requirements, and expectations of the dress code policy for team members at Gorman & Company. I hereby agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Gorman & Company.

I understand that if I have questions, at any time, regarding the dress code policy, I will consult with my immediate supervisor or the Human Resources Department.

Team Member Signature

Date

Team Member Name (Please Print)