



**DRESS CODE POLICY  
PROPERTY OFFICE TEAM MEMBERS**

Team member appearance contributes to Gorman & Company’s culture and reputation. Team members are expected to present themselves in a professional manner that results in a favorable impression by residents, visitors, and vendors. Team members must dress neatly and appropriately and maintain adequate personal hygiene.

**Business Casual Attire**

Business casual attire is expected of all team members who work in the property offices. Clothing should be in neat and clean condition, without rips, tears, or frays. Work clothing should be professional, and must not be revealing, or too casual. Team members must also maintain adequate personal hygiene.

Business casual attire is defined as pants, slacks, or skirts, and professional tops. Gorman logoed attire (Gorman Gear) is encouraged. The following clothing items are **not** allowed: jeans, shorts, sweatpants, yoga-style pants, athletic-style pants, leggings, jeggings, sweatshirts, casual t-shirts, crocs, slippers, flip flops, including dressy flip flops, and casual sandals.

**Gorman Gear**

Property office team members will receive Gorman Gear attire at the time of hire. Property Managers purchase Gorman Gear attire for their new team members, and annually thereafter. When you wear Gorman Gear, you are representing the Company both during and after work.

**General Guidelines**

Managers may exercise reasonable discretion to determine appropriateness in team member attire and appearance. A team member who is unsure of what is appropriate should check with their manager. Team members who do not meet a professional standard may be sent home to change, and hourly team members will not be paid for that time. Repeated non-compliance with the dress code policy could lead to disciplinary action, up to and including termination.

Reasonable accommodations to this policy will be made where required. Management may make exceptions to this policy for special occasions or in the case of inclement weather, at which time team members will be notified in advance. Please report any concerns about the dress code policy to Human Resources.

**I certify that I have received, reviewed, understand, and acknowledge the dress code policy.**

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Member Name (Please Print)