

DRESS CODE POLICY

DRESS FOR YOUR DAY



DRESS CODE CHANGE

Do you ever wake up in the morning wishing it was dress down day because you just don't feel like putting on a suit, tie, formal dress or blazer? Well lucky for you James Moore & Co. is rolling out a "Dress For Your Day" attire code that is in line with the new changing work environment. We want you to be comfortable, while still maintaining a professional image.

EFFECTIVE NOW

James Moore & Co family can **NOW** wear jeans to work everyday, with some exceptions. Professional, business appropriate jeans paired with polos, button downs, blouses, and other work appropriate tops can be worn on days in the office, or on days when you're meeting with clients who have also adopted a casual dress code.



DRESS FOR YOUR DAY

The "Dress for Your Day" policy is intended to be relaxed when you have a work day that does not include meetings with vendors, business associates, or prospects. If you're client-facing, then you should dress according to the client's dress code. The expectation is that you dress appropriately for your scheduled activities. If you are at a community event, prospect meeting or other professional circumstance, then you must dress in business attire. If you're meeting with your casual contractor client or working in the office all day, then jeans and a nice top is appropriate. If you have questions regarding the rules and what is appropriate, ask Julie Kniseley, Human Resources Manager.

DRESS CODES



GUIDELINES

Dress is a personal matter that requires each individual to exercise professional judgment. Yes, you should look in the mirror before heading to work. If you have to ask, “does this look ok”, then it probably doesn’t. Attention should be given to make sure that your attire has proper fit, appropriate footwear, neatness, and cleanliness.

MEN

Save your favorite t-shirt and hoodie for the weekend. When dressing for your work day, choose a nice button-down shirt or polo. Also, keep a blazer or suit jacket handy in case you have a last minute client meeting. Cotton pants, Khakis, corduroys and dark jeans are all acceptable unless they are wrinkled, dirty, or torn. When selecting your shoes, leave the sneakers at home and instead wear loafers or casual dress shoes.

WOMEN

The clothing you wear to work is expected to reflect professionalism. Throw on your dark colored jeans with a nice blouse and a pair of cute heels, and off you go. When looking in the mirror, make sure there are no rips or holes in your jeans. Use discretion when selecting your blouse or top - make sure it’s not too form-fitting or revealing. Lastly, when stepping into your shoes remember no flip-flops. Instead, choose a different shoe that fits your personality such as dress sandals, flats, loafers, heels, and so forth.

DRESS FOR YOUR DAY DOs



DRESS FOR YOUR DAY DON'Ts





QUICK REFERENCE FOR DRESS RULES

PANTS: Jeans and cotton slacks are acceptable, provided they are neat, clean and wrinkle-free. Jeans that are frayed, damaged, dingy or dirty are unacceptable.

CAPRI PANTS: Capri pants are acceptable provided they are mid calf or ankle length.

INAPPROPRIATE BOTTOMS: Hot pants, shorts, yoga pants, mini-skirts, exercise or sports apparel, sweat pants, and form-fitting leggings.

SHIRTS: Casual shirts with collars, golf shirts, sweaters, knit tops, blouses, button-down shirts, and turtle necks are acceptable.

INAPPROPRIATE TOPS: T-shirts, tank tops, halter & mid-drift tops, spaghetti straps & off the shoulder tops, shirts with large lettering or logos, denim or flannel shirts, sweat shirts, and low cut blouses.

DRESSES & SKIRTS: Casual dresses, skirts, split skirts, and dressy skorts are acceptable provided they are no shorter than two inches above the knee.

INAPPROPRIATE BOTTOMS: Mini skirts, spaghetti strapped dresses, tank dresses, or low-cut revealing dresses are not acceptable.

SHOES: Loafers, flats, deck shoes, dress sandals, and boots are all acceptable.

INAPPROPRIATE SHOES Crocs, sneakers, slippers, moccasins, and flip flops are all unacceptable footwear.

