**SECTION 602.08 DRESS AND APPEARANCE**

SVEC employees contribute to the corporate culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression with our members, our professional contacts and our Board of Trustees. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

It is SVEC’s intention to promote a positive work environment which, limits distractions caused by inappropriate dress, ensures religious and ethnic considerations, as well as medical needs, and ensures safety in the workplace.

**Guidelines for all Employees**

As an employee of SVEC, you are expected to maintain a professional image while working anywhere where you may encounter a member, vendor or work acquaintance, and while attending company events, seminars, training, conferences or meetings on or off-site.

*Employees requesting an accommodation or exemption should contact Human Resources.*

Guidelines listed below are not all-inclusive. These are general parameters for proper business casual attire which should allow employees to make prudent judgements about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, wear something else or inquire before wearing. It is better to be overdressed than underdressed.

Jewelry - Jewelry should be conservative in style, size and color including necklaces, rings and earrings. Ear gauges and dermals are not permitted. Exposed eyebrow, tongue, cheek, lip, nose, chest, back or belly piercing is prohibited. For safety purposes, no jewelry should be worn when within minimum approach distance (refer to SVEC’s safety manual section 211).

Tattoos - Substantial tattoos must be covered with clothing.

Personal Hygiene - All employees must practice good personal hygiene and be free of offensive odor. Strong scents should not be used in excess. Hair must be kept neat and clean. Beards and mustaches must be kept trimmed, clean and neat and not at a length to create a safety hazard. Finger nails should be appropriately manicured and clean.

Headwear – Employees are strongly encouraged to wear headwear displaying SVEC’s official logo. SVEC will provide a variety of baseball caps, visors and other headwear with the company logo. Headwear containing offensive, explicit or graphic images or language is not permitted.

Footwear – Tennis shoes or athletic shoes are not permitted. Open toe shoes are permitted for women as long as they are not flip-flop thongs or slippers.

Clothing - All clothes should be presented in a neat manner with no tears and holes in them. Clothing containing offensive, explicit or graphic images or language is not permitted.

Denim Jeans – Denim jeans, when permitted under this policy, must be clean and free of rips, tears or holes. Jeans are not to be excessively tight or revealing. “Sagging” is not permitted under these guidelines.

Pants – Sweat pants, leggings worn without being under a dress or exercise wear is not permitted.

Shirts/Blouses – T-shirts are not permitted. Crop Tops, clothing showing midriffs, spaghetti straps, etc. are not permitted.

**Employees Required to Wear Uniforms**

Certain employees are required to wear uniforms or protective clothing, depending on the nature of their job. SVEC provides uniforms to employees that have these jobs. These uniforms should be cared for and worn in a way to project professionalism. Employees are strongly encouraged to wear shirt tails tucked in. Clothes with holes or tears are not permitted.

**All Other Employees**

Employees should dress in business casual and be mindful that they represent SVEC at all times. While we want the employees to be comfortable, they should demonstrate good judgment and professional taste.

Men should wear nice slacks such as khakis, corduroys or non-jeans. Collared shirts, Polo shirts, button up shirts and sweaters are appropriate and shirts with tails are strongly encouraged to be tucked in.

Women should wear nicely fitted tops and blouses that should not be tight or revealing. Dresses, slacks, skirts, dressy capris and crop pants are appropriate but skirts and dresses should be at an appropriate length. Sweat pants/shirts and leggings, worn as bottoms, are unacceptable.

**Exceptions for Field Work**

Denim jeans are acceptable attire when working in the field, for those employees who are subject to being called into the field due to emergencies, or those employees having to be in the field on a regular basis. The following exception is made for Operations employees: For the purpose of these guidelines, denim jeans are acceptable business casual attire for employees who are not required to wear FR clothing but work within the operations department.

**Casual or Jeans Days**

“Casual” or “jean” days are allowed at the discretion of SVEC Management. Management will notify employees of these allowed days. On these announced days, provisions of these guidelines are still applicable.

**Consequences**

Employees must follow the guidelines outlined in this policy. Employees who have questions about appropriate dress should consult their immediate supervisor or the HR department. Employees who don’t follow this policy can be sent home to dress appropriately. Continued violations can lead to further discipline actions. Violations of this policy can range from inappropriate clothing items to offensive perfumes and body odor. Employees who come to work in apparel deemed inappropriate or, that violate this policy, will be dealt with on an individual basis.