

***** NO JEANS, or SWEATS Monday – Thursday *****
Friday and Saturday are allowed.

*****NO UNAUTHORIZED PIERCINGS*****

**MAINTAIN A PROFESSIONAL APPEARANCE
AT ALL TIMES**

NO SUNGLASSES IN THE BUILDING AT ANY TIME

Female Employees

Business suits or dress

Skirt

Slacks

Leggings must be worn with longer shirts, tunics, or dresses. **Do Not** wear as slacks or pants.

No Hats

No jeans or jean skirts of any color

No short mini or slit skirts

No flip flops, slippers or sandals

No sport clothes

No facial jewelry (Nose rings, pierced tongues, chins, lips, or eyebrows are not acceptable) (The only acceptable piercing is a single nose stud)

No baggy or low riding pants or shorts

No tube, halter, spaghetti, strapless tops or thin t-shirts

No low cut shirts/blouses

No sunglasses at any time

No crazy colors of hair

Male Employees

Clean dress shirt

Slacks

(Jacket required for special occasion, i.e., visitors)

No Hats

No Jeans of any color

No flip flops, slippers, or sandals

No sport clothes

No facial jewelry (Nose rings, pierced tongues, chins, lips, or eyebrows are not acceptable) (The only acceptable piercing is a single nose stud)

No baggy or low riding pants or short

No sunglasses at any time

No Crazy colors of hair

Thank you for your professional cooperation in this and all matters!