



HJZ Dress Policy

Objective

HJZ employees contribute to the company culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression with clients and patrons. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

Basic guidelines for appropriate attire

Basic elements for appropriate and professional business attire include shoes and clothing that are in neat and clean condition.

Although it is impossible and undesirable to establish an absolute dress and appearance code, HJZ will apply a reasonable and professional workplace standard to individuals. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his or her manager or supervisor.

If a supervisor or manager decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy.

Business casual

Business casual dress will be permitted on the job. Attire guidelines must be observed, unless the client has specifically requested otherwise.

Business casual is defined as follows:

1. Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops. In specified circumstances, T-shirts may be approved and provided for specific events only.
2. Pants: Casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts (except for walking-length shorts), camouflage and pants worn below the waist or hip line.
3. Footwear: Casual slip-on or tie shoes, dress sandals with heel straps and athletic shoes if approved by the department. Examples of inappropriate footwear include floppy sandals, flip-flops and construction or hunting boots.

