

Dress Code

It is important for all employees to project a professional and positive image for the Credit Union. To create this image for members and visitors we have developed the following standards. These standards apply to all staff members with the exception of Support Services and Information Technology staff members in certain circumstances.

Managers will privately counsel staff whose appearance is not within these professional appearance standards. When an employee's appearance is not within these standards he/she will be asked to return home to change without pay. A manager must approve



exceptions. If an employee is uncertain or has questions about their appearance he/she is encouraged to ask his/her manager.

If an employee chooses to contribute to the Achieva Foundation and /or Stand Tall for Credit Unions via payroll deduction they may wear jeans and short sleeve Achieva wear or other professional shirts (tucked in), blouses, sweaters or jackets on Friday.

Professional attire for women includes:

- Dresses
- Skirt or Pant Suits
- Skirts with blouses or sweaters
- Slacks with blouses or sweaters
- Credit Union name badge
- Credit Union logo shirts or sweaters
- Dress shoes, dress sandals or boots

Professional attire for men includes:

- Long sleeve dress shirts
- Tie and/or sport coat (required for managers)
- Credit Union name badge

- Dress slacks
- Dockers type pants or slacks
- Dress shoes with socks

The following guidelines should always be observed:

- Women's skirt length should fall between the top of the knee and mid-calf
- Proper undergarments must be worn at all times
- Footwear may include dress shoes, sandals (for women) and open toed shoes (for women) that are conservatively selected
- Cologne, perfume and jewelry should be used in moderation
- Hair should be neatly combed and conservatively styled
- Nails should be neat, if polished is used it should be conservatively selected
- No visible tattoos
- No visible piercing other than the earlobe (2 per earlobe), no visible piercings for men

Unacceptable attire includes but is not limited to:

- Jeans (except as noted earlier)
- Denim or double stitched attire
- Sneakers
- Thong sandals, flip flops
- Slippers
- Shorts
- Sweatshirts
- Clothing with hoods
- Tight clothing
- Low cut blouses
- Low rise pants
- T-Shirts
- Cropped pants or capris
- Short-sleeved shirts for men
- Maxi dress
- Mini dress
- Spaghetti strap tops or tops that do not cover the shoulder area