

SND Business Casual Guidelines

(If you are unsure whether you should wear something, you probably should not wear it.)

Okay to Wear

Polo shirt with khakis



Collared Polo



Jacket, vest

Professional dress pants mid-calf or longer



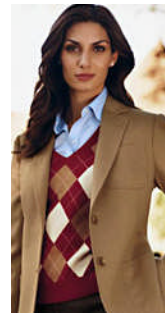
Shirt



Blouse



Sweater, skirt



Vest, jacket



Sleeveless dress



Loafers



Slacks and collared shirt



Dress shoes/Sandals



Boots

Not Okay to Wear

T-Shirt



Spaghetti Straps



Shorts



Pedal Pushers or Bermuda Shorts



Strapless or mid-drift length shirts



T-Shirt



Jeans



Halter top



Athletic Shoes



Casual shoes



Hiking boots



Flip Flops

Business Casual Attire – Guidelines

These guidelines provide direction on what is considered acceptable and not acceptable “every day business attire” and “dress down Friday attire” for division employees and temporary contract personnel working in the Southern Nevada Division. While we want employees to be comfortable at work, we expect employees to use good judgment in selecting clothing appropriate for work. Business casual is meant to provide an opportunity to work in a more relaxed, yet still professional type of clothing. When establishing these dress codes, management attempted to create a balance between a casual, relaxed work environment, and a structured business office. The goal is to maintain a workplace that the employee can enjoy and Southwest Gas customers will appreciate. Since it is impossible for this list to be all inclusive, management may, from time to time, issue interpretations and make changes regarding business attire.

“Business Casual” **IS** –

- Shirts (with or without a tie), blouses, and sweaters. Brand name logo wear (i.e., Polo, Guess, Tommy, etc.) is acceptable as long as the logo is small and appropriate. Graphics of ANY kind are not acceptable.
- Shirts or jackets may display lettering or insignias pertaining to:
 - company safety achievements.
 - special company projects.
 - company/industry theme events (EVT, Customer Appreciation, 500,000th customers, etc.).
 - industry specific associations (AGA, WEI, etc.).
- Jackets and vests as part of an outfit or ensemble.
- Dress slacks or “Dockers” type pants.
- Pant suits, dresses or skirts.
- Professional dress pants mid-calf or longer (solid colors or pin stripes only).
- Professional footwear, dress sandals and dress shoes.

Dress Down Friday

- Denim jeans, dresses, and skirts without rips, tears, frayed edges.
- Athletic footwear in good condition.

“Business Casual” is **NOT**

- T-shirts, sweatshirts, athletic wear (whether printed or plain).
- Shirts or jackets with logos from competitors, contractors, vendors, restaurants, sports venues or teams, car manufacturers, etc. (i.e. promoting commercial businesses).
- Spaghetti straps, halter tops or open back shirts and dresses.
- Denim of any kind or color. See Dress Down Friday.
- Tank tops, mid-drift tops, or low-cut shirts.
- Leggings or mini skirts.
- Overalls, shorts, low-rise pants, or pants shorter than mid-calf length.
- Flip-flop sandals (beachwear).
- Hiking boots or athletic and gym shoes, except for field rides.
- Body piercings other than in the ears (i.e. nose rings, tongue studs, gauging of any kind including ears, nose, lips, etc.).

There may be occasions where exceptions to these guidelines will be authorized, such as United Way blue jean days, departmental-themed events, etc. These will be authorized by the Division Vice President prior to their implementation.