

Appropriate



Inappropriate



SOUTHWEST GAS

CORPORATE DRESS CODE GUIDELINE

FOR NON-UNIFORMED EMPLOYEES



SOUTHWEST GAS CORPORATION

Revised December 2011

SOUTHWEST GAS CORPORATE DRESS CODE GUIDELINE FOR NON-UNIFORMED EMPLOYEES

Employees contribute to the corporate culture and reputation of the Company in the way they present themselves. A professional appearance is essential to a favorable impression with customers, regulators, and Company shareholders. Employees are expected to maintain a neat, respectable and clean appearance that is appropriate to your department and job. Whether you have regular, direct contact with customers, vendors, or the public at large, your personal appearance contributes to the overall professionalism of Southwest Gas. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of every employee.

At Southwest Gas, the Company tries to balance a casual, yet professional, environment. While we want our employees to be comfortable, we expect employees to use good judgment in selecting clothing appropriate for work and representing Southwest Gas.

There are times when it is important to present a high degree of professionalism when we are representing the company in formal engagements such as community luncheons, dinner events, or when meeting public officials or those in senior management both inside and outside of the organization. On occasions warranting a high degree of professional appearance, appropriate attire would include suits and ties for men and suits or dresses for women.

Below is a list of guidelines to assist in making appropriate business casual choices:

ACCEPTABLE BUSINESS-CASUAL ATTIRE:

- Collared shirts, blouses, sweaters, suit jackets or professional knitwear for men and women.
- Dress pants, Dockers, pant suits, gauchos.
- Dress pants mid-calf length or longer.
- Dresses or skirts at an appropriate length.
- Small appropriate brand-name apparel logos or SWG sponsored/industry-specific programs. Small appropriate logo graphics (less than one inch in diameter) include the IZOD alligator, the Polo brand pony, the Nike swoosh. Also appropriate are SWG approved/endorsed shirts for specific events/projects (United Way, Blue, Company project, etc.).
- Professional footwear, dress sandals & dress shoes and boots in good condition.

NOT ACCEPTABLE TO WEAR:

- T-shirts, sweatshirts, athletic wear.
- Graphics/wording depicting a distinctive product, symbol, group, phrase, movement, etc.
- Logos promoting commercial businesses, contractors (including SWG contractors), restaurants, golf courses, etc.
- Spaghetti straps, halter tops, off the shoulder, or open back shirts or dresses.
- Low-cut, revealing or sheer tops or dresses; tube tops.
- Bare midriffs - whether sitting or standing.
- Leggings, miniskirts, shorts, “skorts”, or cargo pants.

- Flip-flop sandals (beachwear), athletic shoes (except for field rides – must change into work appropriate shoes in the office).
- Hats (may be worn by non-field personnel visiting field sites for sun protection where a hard hat is not required.)

TATTOOS AND PIERCINGS – (UNIFORMED AND NON-UNIFORMED)

Tattoos – While representing the Company, employees interacting with anyone outside the Company, such as: customers, vendors, shareholders, etc., are required to cover up tattoos that are readily visible to the other party.

Piercings – Employees are allowed to wear earrings to work as long as they do not create a potential safety concern. Gauges are not allowed. Employees with “gauged” ear lobes are required to wear covers at work or during work hours. Employees are not allowed to wear rings, studs or other attachments in piercings in other visible body locations at work or during work hours.