

NND Business Casual Guidelines

(Ask yourself, "is this leisure/weekend wear?" If so, it's not appropriate for work.)

Okay to Wear



Sleeveless dress



Skirt & blouse

Blouse & dress pants



Shirt & dress pants

Blouse



Pant Suit



Gauchos



Dockers and collared/polo shirt w/small logo



Dress shoes/
Sandals



Not Okay to Wear



Men's
Hawaiian shirt



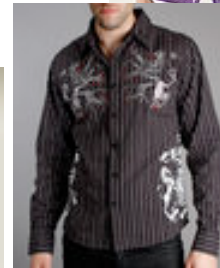
Hoodie



Halter top
& short
skirt



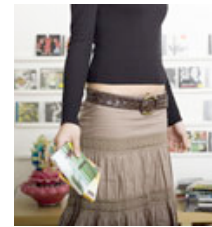
Pedal Pushers,
Bermuda Shorts, or
Capris



Graphics



Spaghetti Straps



Bare midriffs



Shorts



T-Shirt/graphics



Blue denim*



Casual/outdoor
shoes *



Business Casual Attire – Guidelines

These guidelines also apply to “dress-down” days, except where noted. Since it is impossible for this list to be all inclusive, management may issue interpretations from time to time. “Business Casual” is dressing in comfortable, business appropriate clothing that conveys a professional and positive image to our customers and co-workers.

Remember – “Business First, Casual Second”

“Business Casual” IS –

- Clean, pressed/unwrinkled clothing with appropriate fit – not too tight or too baggy.
- Polo/collared shirts, blouses, women’s professional tops, sweaters, suit jackets. Shirts tucked in as appropriate for pants/skirt.
- Dress slacks or “Dockers” type pants (with belt if designed with belt loops), pant suits, gauchos.
- Dresses or skirts, at the knee or longer.
- Clothing with a small, appropriate brand name logo (i.e. Polo, Tommy, etc.) or SWG-sponsored/industry-specific programs (BLUE, HealthBeat, AGA, WEI, etc.)
- Solid-colored denim, other than blue, in good condition (no fading, rips, tears, frayed edges, etc.)
- Professional footwear, dress sandals and dress shoes in good condition.
- Company-issued uniform – clean, unwrinkled, shirt tucked in, with belt.
- These guidelines apply, even on dress-down days, with the exception of those items noted below.

* Exceptions: Dress Down Friday, United Way Friday, or other pre-approved events –

- Blue denim clothing without rips, tears, frayed edges.
- Athletic footwear/boots in good condition.

“Business Casual” is NOT

- T-shirts, sweatshirts, “hoodies”, athletic wear (whether printed or plain); men’s Hawaiian shirts; graphics/wording of ANY kind.
- Apparel with logos promoting commercial businesses (i.e., contractors, vendors, restaurants, sports venues or teams, car manufacturers, etc.)
- Spaghetti straps, halter tops, off the shoulder or open back shirts and dresses without an opaque cover up.
- Blue denim*
- Low-cut, revealing or sheer tops or dresses. Sheer sleeves are acceptable.
- Bare midriffs – whether sitting or standing.
- Leggings, mini skirts, shorts, “skorts”, overalls, or capris.
- Flip-flop sandals (beachwear).
- Hiking boots or athletic shoes, except for field rides. Bring a pair of professional shoes to wear in the office.
- Hats, except as part of a company-issued uniform. May also be worn by non-field personnel visiting field sites where a hard hat is not required.
- Hard hats with stickers, paint, etc. Company logo and approved current project safety stickers are allowed.
- Visible body piercings other than ears (i.e. nose rings, tongue studs, gauging of any kind). Management reserves the right to request earrings to be removed if they present a safety hazard.

There may be occasions where exceptions to these guidelines will be allowed. These will be authorized by the Division Vice President prior to their implementation.