

# Southern Arizona Dress Code Guidelines

## Examples: NOT OK to wear EVER

Bermuda shorts of any variety, dress or casual



Crop pants or capris that do not reach below the knee when standing



Tops or dresses that are low-cut or expose cleavage, shoulders, or midriff



Dresses or skirts that are excessively short



Crocs or flip-flops



Short dresses, skirts, or short tunics worn with leggings



T-shirts with inappropriate graphics, or touting profanity, drugs, alcohol, or risque images; any shirt promoting a political party or candidate, or conspicuously promoting a product, brand, or team



No hats allowed, except with a uniform; non-SWG hats may be worn by uniformed employees only on SWG property



Clothing that is inappropriately fitted



## Examples: OK to wear

Golf/polo shirts, sport shirts, or dressy sweaters



Dress slacks, including "Dockers"



Dress shoes, dress sandals, or dress slides



Crop pants or capris that reach below the knee



Dresses, suits, skirts & tops, slacks & tops



## OK to wear ONLY on dress-down days

Jeans and t-shirts (if they're tasteful)



western-style pants, blue or colored denim

Cargo pants



Running & exercise shoes, casual sandals



# Southern Arizona Division Dress Standards

Southwest Gas takes pride in its positive public image. 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 folks in senior management both inside and outside of the organization. There are other times when we can be more relaxed in a “business casual” environment. “Business casual” refers to the balance between being comfortable and yet maintaining a professional environment—one in which both employees and customers feel at ease. In addition, the Southern Arizona Division allows “dress down” payday Fridays, where we allow denim to be worn. It often is confusing to determine what is acceptable in these times when there are so many fashions on the market.

We’ve tried to give you guidelines to make your wardrobe choices less confusing.

But remember, on occasions when wanting a high degree of professional appearance, attire would include suits and ties for men and suits or dresses for women.

## **Business Casual is more challenging to define.**

At Southwest Gas, employees in numerous positions have customer contact. We expect employees to be mindful of their schedules and customers when determining their attire for the day. Employees with regular customer contact can expect to be held more accountable to professional business attire than those with no or low customer contact.

Appropriate “Business Casual” includes:

- Polo/collared shirts
- Non-collared casual knit shirts
- “Dockers”-type pants
- Dresses/skirts of appropriate length
- Dress pants/slacks
- Capri pants clearly below the knee
- Logo’d shirts—if logo is small and appropriate (ie., Polo, Guess, Golf Course, Sports teams, etc.)
- Dress sandals
- Dress shoes

SWG hats may be worn as part of a company uniform. SWG hats may also be worn by non-field personnel visiting field sites where a hard hat is not required.

## **The following items are inappropriate, even on dress down days:**

Jogging suits	Halter style tops/dresses
Tank tops	Low cut tops/dresses
Shorts	Overalls
Hiking boots (okay if working in the field)	Leggings (although okay with a long tunic)
Flip flop sandals	Shirts with inappropriate graphics or wording
Midriff blouses	Hardhats with stickers, paint, etc. on them. Company logo only.
Spaghetti straps	Crocs
Excessively short dresses or skirts	

## **Fit and grooming are also aspects to consider.**

Is your clothing too tight? Too baggy? Are your pants way too long? Are your clothes wrinkled or stained?

Ask yourself, “Is this okay to wear to work?” If there’s any question or hesitation, it probably isn’t appropriate or a wise choice. There may be occasions where an exception will be authorized such as themed events (i.e., U of A game day). These can only be authorized by the division vice president and communicated by your management team.

Grooming is also important in projecting a positive image. For example longer than normal beards or unkempt hair can make an otherwise professional image sloppy. So please consider your overall presentation as you prepare for your day at work!

It is impossible for a list to be all-inclusive, so management may make interpretations. If you have questions, please talk to your supervisor.

Following these guidelines will ensure that Southwesters continue to promote a professional image to our customers and each other.

## **Guidelines for Service Anniversary Photos**

The portrait taken of you in celebration of your service anniversary represents an important milestone. Southwesters from all over the company will see your photograph. And frankly, it may be the only portrait you’ll have taken of yourself for many years. We’re proud of you! We want you to feel good about yourself and the image you’ll be portraying on this important occasion. Please keep the following guidelines in mind when you are scheduled for that appointment.

- Field personnel who usually wear uniforms on the job may choose to wear either their Southwest Gas uniform (clean and pressed), or business attire.
- Men should wear a shirt with a tie and/or jacket, or at the very least, a dressy shirt with a collar. T-shirts and tank tops are not acceptable. Exempt males, and non-exempt men being promoted to exempt positions, MUST wear a shirt and tie (sports coat or suit jacket preferred).
- Women should wear dressy business attire such as a suit and blouse or dress.
- No hats.