



Hire Up Company Dress Code Policy

OBJECTIVE

Hire Up Staffing Services employees contribute to the corporate culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression with customers, applicants and company shareholders (owners). Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

PROCEDURES

Hire Up Staffing Services managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time off.

Basic guidelines for appropriate attire

Basic elements for appropriate and professional business attire include socks or stockings and clothing that is in neat and clean condition. Basic guidelines for appropriate professional workplace dress do not include tight or short pants, spaghetti straps, tank tops, halter tops, low-cut blouses or sweaters, or any extreme style or fashion in dress, makeup, jewelry, footwear, accessories, fragrances or hair. No visible tattoos.

1. Appropriate shoes for professional business attire include pumps, heels, business flats, business wedges, sleek leather boots or booties and any other professional looking shoe. All shoes must have a back and fit securely. Shoes that are not appropriate for professional business attire are flip flops, casual boots, tennis shoes, or any other casual sandal.
2. Appropriate bottoms for professional business attire include business slacks, business ankle pants, business skirts that must be down to the knee or with stockings if two inches below fingertip. Pants that are not permitted are any type of jean denim, regardless of the color, any bottom that is not well fitted or drags on the floor for safety reasons.
3. Appropriate tops for professional business attire will be fitted in such a way that covers all the appropriate body parts completely including cleavage and midriff and covers under garments.
 - a. Camisoles can only be worn as undergarments, not as main professional business tops.

Although it is impossible and undesirable to establish an absolute dress and appearance code, Hire Up Staffing Services will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his or her manager or supervisor.

If a supervisor or manager decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy.

Business casual

Business casual dress will be permitted on Fridays, except during specified and announced periods when casual days will be suspended. Some managers may require specific guidelines that differ from the business casual guidelines depending on the schedule of the office that Friday. Employees who must leave work to change clothes for business reasons will use personal time or vacation time to do so. When meeting clients, professional business dress guidelines must be observed, unless the client has specifically requested otherwise.

Business casual for Fridays is defined as follows:

1. Casual shirts: No tank tops, T-shirts, camisoles, muscle shirts, crop tops, crewneck or V-neck shirts, blouses, golf and polo shirts, unless Hire Up logo is on clothing. In specified circumstances, T-shirts may be approved with company logo and provided for specific events only.
2. Pants: Casual slacks and trousers, dresses, skirts, and jeans that are fitted without frays, etc., are allowed on Fridays. Examples of inappropriate pants include shorts (except for walking-length shorts that go down to the knee), mini-skirts, camouflage and pants worn below the waist or hip line. With dresses, no tank top styles, halter top styles, spaghetti strap styles, short or low-cut dresses without a cover up.
3. Footwear: Casual slip-on or tie shoes and dress sandals with heel straps.