



DRESS FOR YOUR DAY

BRINGING YOUR BEST SELF TO WORK




WHAT CAN I WEAR TO “DRESS FOR MY DAY”?

What you wear is a personal representation of your individuality and what makes you great, which is why we want to celebrate everyone’s unique style, while still maintaining a positive and professional environment.





This policy was designed to give you flexibility in your day-to-day attire by giving you the freedom to dress around your personality and schedule. You are still expected to maintain a professional and appropriate look.

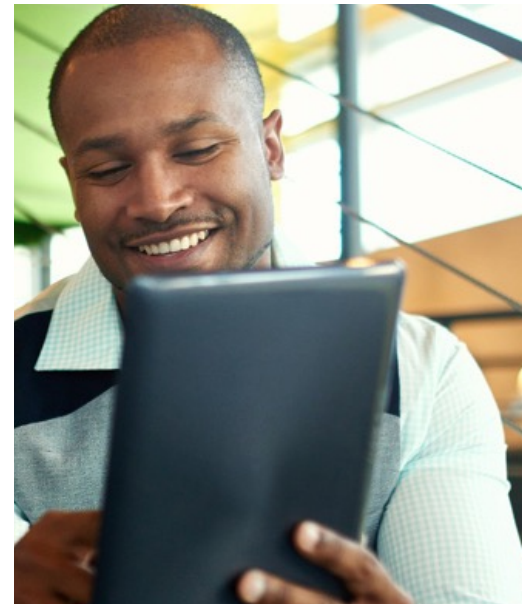
So, on the days you won’t be interacting with clients, business appropriate jeans or slacks, paired with “Gates-approved” business casual tops are perfectly acceptable. When you do have professional obligations, you are still expected to “dress for success” in standard business attire.

DOs AND DON'Ts OF DRESSING FOR YOUR DAY			
PANTS		SHIRTS	
DO ✓			
	Clean and wrinkle-free jeans, slacks or khaki's, mid to ankle length.	Casual shirts with collars, golf shirts, sweaters, knit tops, blouses, button-down shirts and turtle necks.	
DON'T ✗			
	Frayed, damaged, washed-out, dingy, dirty or damaged jeans. Shorts, yoga pants, sports attire, sweatpants or leggings are not permitted.	Tank-tops, halter tops, spaghetti straps, t-shirts with offensive lettering or logos, off-the-shoulder shirts and any low-cut or revealing shirts.	



DOs AND DON'Ts OF DRESSING FOR YOUR DAY

	DRESSES & SKIRTS	FOOTWEAR
DO ✓	 <p>Casual/cotton dresses, skirts, split skirts, (no shorter than 2 inches above the knees).</p>	 <p>Loafers, flats, leather deck shoes, boots, clean sneakers, dress shoes or sandals.</p>
DON'T ✗	 <p>Mini-skirts and spaghetti strap dresses or dresses that are low-cut or revealing.</p>	 <p>Flip-flops, slippers, moccasins, crocs, and dingy or dirty sneakers.</p>



KEEP IN MIND...

- **NOT ALL SNEAKERS** are the same. Refrain from wearing excessively dirty or ripped tennis shoes.

Any employees with individual needs associated with religious observance or disability may contact their Human Resources contact.

KEY TIP:

- Keeping an extra pair of dress shoes or a jacket in the office for unexpected client visits or professional events may be helpful.

ENJOY EXPRESSING YOURSELF!

If you have any questions about this policy please email corporateHR@gates.com