

DRESS “CODE” POLICY FOR DENVER HQ/OFFICES

Overview

Sometimes, the hardest part of the day is having to put on a tie or zip into a formal dress for work. At Gates, we trust you can deliver our standard quality of excellence without feeling obligated to dress in professional business attire day after day. While maintaining your professionalism remains important, we give you the option to ditch the business attire and “Dress For Your Day” – every day!

All Gates employees can wear jeans to work every day, not just on Fridays! When you’re not working with clients, we encourage you to dress how you feel most comfortable and in a way that helps you be your best self and deliver your best work. Following are some simple guidelines to help you better understand what to wear, when. If you have any questions, please reach out to us at BenefitsSupport@Gates.com.

What Can I Wear To “Dress For My Day?”

This policy was designed to give you more flexibility in your day to day attire. You are still expected to maintain a professional and appropriate look but with the freedom to dress around your personality and schedule. 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. However, when you do have professional obligations, you are still expected to “dress to impress” in standard business attire.

Your Business Casual Blueprint

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. Below are some guidelines/options for what to wear to look and feel your best:

- Jeans
- Cotton Slacks
- Casual Shirts with Collars
- Golf Shirts
- Sweaters
- Knit Tops
- Button-Down Shirts
- Turtlenecks
- Blazers
- Blouses

Client Days – When To Dress To Impress

As always, any day in which you have a professional obligation, business attire is expected.



Community Days – Representing The Gates Team

On days where you’re volunteering in the community, show your team spirit by wearing your Gates apparel!



Guidelines Of Dressing For Your Day



PANTS



Clean and wrinkle-free jeans or cotton slacks, capri pants – mid to ankle length

SHIRTS



Casual shirts with collars, golf shirts, sweaters, knit tops, blouses, button-down shirts, turtlenecks & Gates-branded attire



Frayed, damaged, washed-out dingy, dirty or holed jeans, shorts, yoga pants, sports attire, sweatpants or leggings



T-Shirts, tank-tops, spaghetti straps, shirts with large lettering or non-Gates logos, sweatshirts, or any low-cut/revealing shirts

DO

DRESSES & SKIRTS



Casual dresses, skirts, split skirts, dress shorts (no shorter than 2 inches above the knees)

FOOTWEAR



Loafers, flats, leather deck shoes, boots, dress sandals, clean casual tennis shoes

DON'T



Skirts shorter than 2 inches above the knee, dresses with spaghetti straps and/or that are low-cut or revealing



Flip-flops, slippers, moccasins, Crocs, or dirty/damaged/worn out tennis shoes

Other Things To Keep In Mind

Visible tattoos should be covered on days when you will have client or business contact, whether it be in or outside of the office.



Perfumes, colognes, hairsprays, etc. can be distracting or induce allergies and should be used sparingly.



Any employees with individual needs associated with religious observance or disability may consult with Human Resources for accommodations.

If you have any questions about this policy or need to report a possible dress code infringement, please email us at BenefitsSupport@Gates.com.