Dress Code:

Assure Women's Center strives to maintain a business casual to business professional dress code. The guidelines below are not inclusive of all options or situations. If uncertain, please contact Human Resources.

<u>For Medical Staff</u>: Attire includes a lab coat/AWC coat with either business casual attire or scrubs underneath.

All Other AWC departments: business casual to business professional is appropriate.

Business professional is appropriate: speaking in churches, banquet events, or leading trainings. (Including Medical Staff)

Business casual is appropriate: daily office wear

- <u>Business Professional</u> is defined as, but not limited to: suits, skirts and blouses, dresses, jackets, dress pants, dress shirts and ties. (business appropriate dresses and skirts should be knee length or longer, conservative cuts). No visible tattoos.
- <u>Business Casual</u> is defined as, but not limited to: jeans (regular/dark or colors), slacks, khakis, collared shirts, t-shirts, sweaters, blouses, and all AWC wear.
- Business casual <u>does not</u> include: shorts, tank tops, crop tops, religious or objectionable graphic t-shirts, sweat pants, ripped, faded or frayed jeans, leggings (except under a dress or skirt), pajamas or slippers.
- All footwear should be kept clean and presentable without excessive wear and tear.
- Personal appearance and hygiene are to be consistent with a professional environment so as to not have a negative impact on the image of employee or AWC.

AWC reserves the right to address and correct any attire deemed inappropriate for the workplace. This policy is designed to balance comfort with professionalism. Employees are encouraged to use their best judgment in dressing appropriately for the workplace. If you have any questions regarding what constitutes appropriate attire, please contact Human Resources.