



## **Milestone Dress and Grooming Standards**

### **Objective**

Milestone 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, regulators and company shareholders (owners). Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

### **Procedures**

All Milestone employees are expected to present a neat, well-groomed, professional image to clients, visitors, customers and the public. Acceptable personal appearance and hygiene is an ongoing requirement of employment with Milestone.

Normal office attire is business casual; however, other circumstances, such as client or customer meetings, special visitors, or presentations, may require a more professional appearance. It is each employee's responsibility to understand how to dress appropriately for the occasion.

Supervisors should communicate any additional department-specific, or job-site specific workplace attire (such as uniforms, safety vests, hard hats, safety boots or other requirements) to their employees. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

### **Basic guidelines for appropriate attire**

Basic elements for appropriate and professional business casual attire include clothing that is in neat and clean condition, that is free from rips or tears, and that fits properly. Blue jeans and/or denim pants are acceptable for normal office attire, provided they are not torn or frayed.

Basic guidelines for appropriate workplace dress do not include tight or short pants (including hip hugger or sagging), tank tops, halter tops, flip flops, sweat/athletic pants, yoga pants, leggings worn as pants, or any extreme style or fashion in dress, footwear, accessories, fragrances or hair.

Although it is impossible and undesirable to establish an absolute dress and appearance code, Milestone will apply a reasonable and professional workplace standard to all employees.

### **Reasonable Accommodation for Religious Beliefs**

Milestone recognizes the importance of individually held religious beliefs to persons within its workforce. Milestone will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may not compromise an employee's safety requirements for PPE. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resource (HR) Department.

### **Corrective Action**

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