



# Coastal Pacific

R E A L E S T A T E

## Exhibit – Dress Code

### INTRODUCTION

This is a general overview of appropriate and inappropriate attire for the office, and while representing yourself as an associate of this office. The following items listed are not to be considered complete and are subject to change at any time. It is intended as a general guide as to what is acceptable as business and business casual attire.

No guide can cover all contingencies so associates should exert a certain amount of judgment in their choice of clothing to wear to while working. If you feel uncertainty about what may be acceptable professional business attire please ask your manager.

### 1. SHIRTS, TOPS, BLOUSES, & JACKETS

Dress shirts, sweaters, dress blouses, are acceptable attire for work. Most suit jackets or sport coats are also acceptable attire for the office. Inappropriate attire for work may includes tank tops, off the shoulder tops, midriff tops, shirts with potentially offensive words, terms, logos, images, cartoons, or slogans, halter-tops, tops with bare shoulders; sweatshirts, and t-shirts. Some of these may be deemed acceptable if worn under another blouse, shirt, jacket, or dress.

### 2. SLACKS, PANTS, & SUIT PANTS

Dress slacks, suit pants, wool pants, and dress synthetic pants are acceptable. Inappropriate slacks or pants may include jeans, sweatpants, exercise pants, shorts of any kind, bib overalls, leggings, and any spandex or other form-fitting pants which might be worn while working out.

### **3. SKIRTS, DRESSES, & SKIRTED SUITS**

Most casual dresses and skirts are acceptable. Dress and skirt length should be no shorter than 2 inches above the knee. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap, and strapless dresses are inappropriate.

### **4. SHOES & FOOTWEAR**

Conservative dress shoes, loafers, boots, flats, dress heels, and leather deck-type shoes are considered acceptable for work. While flashy athletic shoes, thongs, flip-flops, slippers, and clogs, are generally not acceptable.

### **5. JEWELRY, MAKEUP, PERFUME, & COLOGNE**

It is a good idea to remember that some people are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint. Use good judgement and consider the above guidelines when choosing jewelry to wear. Any piercings other than the earlobes should be not be exposed.

### **6. HATS & HEAD COVERING**

Hats are generally not appropriate while working. Head Covers that are required for religious purposes or to honor cultural tradition are always allowed.

### **7. PETS**

Pets, including small dogs, are not allowed in the office.

## **CONCLUSION**

If any associate is found to be in violation of these guidelines, they may be asked not to wear the article in the future. Such action will be considered a verbal warning. If the problem persists, the employee may be asked to leave the office.