



Dress Code

Intent

It is the policy of SanMar Canada to present a casual yet professional image to the customers we serve. Because every employee may at one time or another come in contact with our customers, it is important for all staff members to be dressed appropriately at the office every day.

Employee Responsibilities

During business hours employees are expected to present a professional, business-like appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances employees will not be compensated for their time away from work.

Management Responsibilities

Supervisors are responsible for ensuring appearance is appropriate. Supervisors will consider extent of contact with the public, physical requirements of each job and hours of work when interpreting this Policy. The guidelines established for appearance and dress cannot be all-inclusive. Consequently, when a decision regarding the appropriateness of work attire is needed, management will decide.

ACCEPTABLE BUSINESS CASUAL ATTIRE INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

Slacks

Jeans (neat and clean)

Sport shirts with Collars

Woven shirts

Skirts or shorts that hit the knee when sitting

Sweaters and Cardigans

SanMar Canada/ Authentic T Shirt Company products

Tank tops – straps must be wide enough to cover all undergarments

Undergarments must be worn at all times, but should not be visible

THE
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C A N A D A

UNACCEPTABLE CASUAL BUSINESS ATTIRE INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

Flip Flops	Revealing or skin-tight shirts, pants, etc.,
Spandex & Lycra (i.e. biking shorts)	Clothes with offensive slogans or pictures, e.g., profanity and nude or seminude
Tube tops	
Halter tops	Pictures, offensive gestures, suggestive cartoons
Beach wear	
Cutoffs	Advertisements for competitive products or services
Wrinkled, torn, stained, dirty, faded, discolored, patched, ripped, frayed clothing	

The above lists are applicable for ALL employees of SanMar Canada. Employees are encouraged to consider their interactions with customers and job duties for the day as well as the image of the company when dressing for work. Shorts that are knee length are appropriate for ALL employees. Knee length shorts made out of an athletic material are appropriate for warehouse employees. If you find yourself unsure if something is appropriate or not check with your supervisor.

Repeated disregard for the dress policy may result in disciplinary action up to and including discharge.