



DRESS CODE POLICY

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, or while attending company-sanctioned events offsite.

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. Every SanMar Canada employee is responsible for exercising sound judgment for his or her attire at all times. 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

Managers and Supervisors are responsible for ensuring employee appearance is appropriate at all times. Managers and Supervisors will consider the extent of contact with customers, 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	Sweaters and Cardigans
Jeans	The Authentic T-Shirt Company® / SanMar Canada products
Collared shirts; woven or golf	Tank tops – straps must be wide enough to cover all undergarments
Clothing must be minimum knee length	Undergarments should not be visible

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

Flip Flops	Clothing that is revealing, tight, or short for a business casual work environment
Spandex & Lycra (i.e. biking shorts)	Clothing with offensive slogans, gestures or pictures, e.g., profanity, nudity or seminudity
Beach attire	Wrinkled, torn, stained, dirty, faded, discolored, patched, ripped, frayed clothing
Gym attire	
Advertisements for competitive products or services	

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.

Repeated disregard for the dress policy may result in disciplinary action up to and including termination of employment with just cause.

Print name: _____

Date: _____

Signature: _____

