

What's **Next?!**

DO'S AND DON'TS

HOW TO "DRESS FOR YOUR DAY"

MANUAL





A STRUCTURED BLAZER

can upgrade any
sleek pair of jeans.

Casual shirts with
collars, golf shirts,
sweaters, knit tops,
button-down shirts,
and turtlenecks are
perfect for casual wear.

JEANS

jeans wear

WE HEARD YOU.

Ever wake up in the morning during the work week and have that feeling where you just don't want to wear a suit, a tie, a formal dress or a blazer? Well, lucky for you, TDC Campus has rolled out a **"Dress For Your Day"** attire code that is in line with the new changing office experience. We want you to maximize comfort, while still maintaining a professional image.

Effective Immediately!

Campus team members can **now** wear jeans to work when appropriate for your day. Professional, business appropriate jeans or slacks paired with "campus-approved" business casual tops can be worn on days in the office when not client-facing.

What is the "Dress For Your Day" policy?

The **"Dress For Your Day"** policy is intended to be relaxed when you have a workday that does not include meetings with clients, vendors or business associates. The expectation is that you will wear clothing appropriate for the nature of our business and the type of work performed. It gives you the flexibility to dress in a way that adheres to your schedule for that day. If you are at a client/prospect meeting, marketplace event, recruitment activity or other professional circumstances, you must suit up and dress to impress in business attire. Here are some guidelines to help you along the way. If you are still confused on the rules, ask us by emailing Attire@tdccompanies.com.

COLLARED SHIRTS ARE A MUST.

Neckties are a great accessory to finish the look, but for "Dress For Your Day," you can loosen your collar and go without.



Throw on your colored jeans with a nice blouse and start your day on the right foot.



Cotton slacks are a definite "do" provided they are clean and wrinkle-free.

ALWAYS READY TO GO.

Having a suit jacket in the office may come in handy for those surprise client visits or unexpected networking events.



BUSINESS CASUAL classic

Dress is a personal matter that requires each individual to exercise professional judgment. We realize there may be differences from one person to another, but everyone should make a positive, professional impression in their own style.

On days you will have client contact or other business related contact,

BUSINESS ATTIRE IS EXPECTED.



Understanding and adhering to the

CLIENT DRESS CODE GUIDELINES

while at client sites or meeting with clients in the office is important to maintaining your professional image.



**CLIENT
DAYS**
suit up

DON'TS



Rock those ripped jeans at a rock concert but not on Campus.



Tattoos are great personal statements but should be covered up for the office.



Don't get caught with your spaghetti straps showing.



Avoid the terrible toos! Too short. Too tight. Too low cut. Too much skin.



Some say wrinkles show our wisdom but not when it comes to our clothes.



Flip Flops are great for the beach but not for the office.

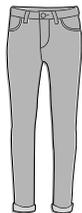


Flashing team colors show great team spirit but sneakers are still a "Don't."



Sports attire is best on the field and not in the office.

QUICK REFERENCE OF DRESS RULES



SLACKS: Jeans and cotton slacks are acceptable, provided they are neat, clean and wrinkle-free. Jeans that are frayed, damaged, washed-out, dingy or dirty with holes are unacceptable. Capri pants are also acceptable provided they are mid-calf to ankle length. Hot pants and shorts are not appropriate for the office. Other inappropriate items include yoga pants, exercise or sports attires, sweat pants and form-fitting leggings.



SHIRTS: Casual shirts with collars, golf shirts, sweaters, knit tops, blouses, button-down shirts, and turtlenecks are acceptable. T-shirts, tank tops, halter tops, tops with spaghetti straps, shirts with large lettering or logos, denim or flannel shirts, sweat shirts, and off-the-shoulder tops are unacceptable as well as any low-cut blouses/shirts or shirts that bare the midriff or appear to be extremely sheer/see-through.



DRESSES AND SKIRTS: Casual dresses, skirts, and split skirts are acceptable provided they are a professional height above the knee. Mini-skirts and spaghetti-strap dresses are not acceptable nor are dresses that are low-cut or revealing.



FOOTWEAR: Loafers, flats, leather deck shoes, and boots are acceptable. Flip-flops, slippers, moccasins, Crocs and sneakers are not. Dress sandals are allowed provided they don't "slap" when you walk in them.

WE HEARD YOU.

VISIBLE PIERCINGS: Other than those in the ear lobes should be removed.

VISIBLE TATTOOS: On days where you will have client or business contact, whether in the office or outside of the office, visible tattoos must be covered.

PERFUMES, COLOGNE, HAIRSPRAY, ETC.: These items should be applied sparingly; excessive use of these items can be offensive, especially to those with allergies.

Staff with individual needs associated with religious observance or disability should consult with Human Resources to discuss possible accommodations.

If you have any questions about the appropriateness of your dress or grooming and the professional image you should be projecting, please contact the Human Resources department or email Attire@tdccompanies.com.

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