



**Policy:** Dress and Personal Appearance Standards (Central Business Office)

**Covers:** All team members at 223 Executive Park, Louisville, KY, 40207 (excluding clinic)

**Effective:** July 5, 2021

**Purpose:** Commonwealth Pain & Spine (CP&S) expects all team members to exercise appropriate judgment with regarding to personal appearance, dress and grooming to be most effective in the performance of their workplace duties.

We recognize that personal appearance is an important element of self-expression through personal appearance, unless a) it conflicts with a team member's ability to perform their position effectively or with their specific work environment, or b) it is regarded as offensive or harassing toward co-workers or others with whom CP&S conducts business and has contact with team members.

**Process:** CP&S has adopted a "dress for your day" personal appearance standard. This provides team members with the flexibility of choosing attire based on their activities for the day. When meeting with referral sources, customers, vendors, applicants, etc. team members will dress in professional business attire. Team members that do not have these meetings or client interactions for the day, will then have the option to dress in Smart Casual attire.

Smart Casual is a step-up from business casual but is not as formal as professional business attire. It is a style that is neat and modern that allows for a comfortable feel but portrays a professional image. Please exercise good judgment when choosing your attire, remember you are representing the company when you arrive each day.

**Appropriate attire:**

- Blouse, button up, or collared shirts
- Sleeveless blouse/shirt
- Blazers, sweaters, or sport coats
- "Dressy denim" (no holes, ripped, torn) pants and skirts
- Colored denim, slacks, khakis, or corduroys (no holes, ripped, torn)
- Capri pants or skirts (acceptable length)
- Jumpsuits (long pants w/ longish sleeves)
- Leggings and tights are only allowed if appropriately covered by a skirt or dress
- Dress shoes, boots, flats, heels, sandals, sling backs, peep toe, Sperry's, boat shoes, and tennis and/or athletic shoes
- Open-toed shoes/sandals are acceptable in non-clinical areas

Effective July 1, 2021

**Inappropriate attire:**

- Bare feet, flip flops, slippers
- Spandex, sweats, shorts, work out attire
- T-shirts, spaghetti straps, sweatshirts, or hoodies
- Halter, tank, or crop tops
- Shorts
- Rompers (short pants)
- Inappropriate and/or provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures
- Clothing showing excessive wear and tear, distress, fading, tears, or rips
- Any clothing or accessories that would present a safety hazard
- Excessive or outrageous body piercings
- Hats, baseball caps, bandanas

**Additional Expectations:**

- All team members are expected to maintain clean and appropriate oral and bodily hygiene
- All team members are expected to be flexible and abide by any and all requests when Leadership communicates exceptions to this policy
- Hair (including facial hair) should be clean and neat
- Tattoos may be displayed (non-clinical areas only) within the following guidelines. Factors that Leadership will consider to determine whether tattoos may pose a conflict with the team member's job or work environment include:
  - Personal safety of self or others, or damage to company property
  - Productivity or performance expectations
  - Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature
  - Corporate or societal norms
  - Customer complaints
- Accessories should be moderate and businesslike and should not interfere with a team member's work
- The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies

Reasonable accommodations will be made for team members' sincerely held religious beliefs and disabilities whenever possible, consistent with the business necessity. If you would like to request an accommodation or have other questions about this policy, please contact your Manager.



Managers have the discretion and responsibility for enforcing dress and grooming standards for their department. Any team member whose appearance does not meet these standards may be counseled and sent home to change.

Failure to follow the Dress and Appearance Standards policy may result in corrective action up to and including termination.

**Discretion to modify policy:** The Company periodically reviews and revises its policies and this policy, as with others, is subject to change at the Company's discretion without prior notice. This policy supersedes all other prior written policies on this subject.

## BUSINESS CASUAL

**Business Casual is what many people would typically wear to work at the office.**

Wear a pair of nice khakis paired with a polo shirt or other collared shirt. Dress shoes or loafers are appropriate.



**Tip:** Avoid the wrinkles; iron your shirt and pants! Patterned collared shirts are a nice option for a less dressy feel than their solid counterparts.

Dress pants or khakis with a fashionable top is appropriate. A casual skirt is also an option. Feel free to dress up your outfit with heels, jewelry and/or accessories if desired.

**Tip:** Wear your hair in your everyday style, and avoid overdoing it with makeup or perfume.



## SMART CASUAL

**Smart Casual (or dressy casual) is basically a combination of casual, business casual, and business dress codes, where you can combine them into a "smart" ensemble.**

This is your opportunity to pair denim with a sport coat. Khakis, trousers, vests and ties are other great options to bring into the mix.

**Tip:** If opting for jeans, your denim should look somewhat dressy, fresh and sharp with no wear or holes.



It's safest to go with nice slacks or a skirt, though you could also wear a nice pair of dark jeans dressed up with a collared or otherwise dressy top. Throw on a blazer for an extra touch of class.

**Tip:** For Smart Casual, you should look sharp, stylish and neatly put together.

## WHAT IS BUSINESS ATTIRE?

### TRADITIONAL BUSINESS ATTIRE



### SMART CASUAL BUSINESS ATTIRE



### BUSINESS CASUAL ATTIRE



### CASUAL ATTIRE

