Chapter 17

Activity 17-1 Improving Your Reading Skills

**Directions:** Read the passage below and focus on the content. After you have read the passage, key the answers to the activities that follow in the space provided.

DRESS CODE

The XYZ Company requires all employees to present a professional image to the public, customers, customer prospects, and other business associates in order to ensure that those individuals are confident in our business integrity and competence. Accordingly, each employee is required to wear appropriate business attire while at the office or any time he or she is conducting Company business. Although “business casual” attire is permitted, clothing that is too casual presents a poor image of the Company and is not allowed. Supervisors will offer guidance as to proper attire and are empowered to establish minimum standards for their employees that do not violate safety or health regulations. However, supervisors must be mindful of the Company’s presentation to outsiders.

Here are some guidelines to be used by employees when selecting work attire, and by supervisors when setting standards for their department:

• Good grooming and proper personal hygiene are important. Employees should take care to ensure that their grooming and hygiene will not be offensive to others.

• All employees are expected to wear business attire appropriate for the department in which they are assigned.

• Women should not wear any clothing that is too short, tight, or revealing. Midriff-bearing or low-cut garments are prohibited.

• Gentlemen should wear business suits or coordinating sport coats and slacks when greeting customers or vendors.

• Women should wear business-like dresses or coordinated skirt or pants outfits when greeting customers or vendors.

• Employees with visible tattoos may be asked to keep them covered while at work.

• Employees should wear business-type shoes.

• Shirts, sweatshirts, t-shirts, and hats with slogans or cartoons may be worn providing the cartoons or slogans are tasteful and do not contain any profanity, sexually explicit, or otherwise distasteful or offensive symbolism.

• Employees are discouraged from wearing extremes in hairstyles, make-up, or jewelry, including body piercing.

Above all, employees should use common sense when selecting their wardrobe and reviewing their appearance. If they are in doubt about the appropriateness of a particular aspect of their appearance, they should discuss the decision with their supervisor or the Human Resources Director.

The dress code applies to all employees, whether they are in customer contact positions or not. Exceptions to the dress code that must be made for certain health or other reasons must have the approval of the Human Resources Director. Employees who report for work in unacceptable attire, or are inappropriately groomed, may be sent home (without pay) in order to correct their appearance.

Reading Questions

1. What is the purpose of the dress code for this company?

<<Place Answer Here>>

2. Is business casual dress acceptable?

<<Place Answer Here>>