

# COTTONWOOD DRESS CODE

Your attitude, commitment and appearance are important to Cottonwood. Remember, to the general public, you are Cottonwood. It is important to always dress a notch above what is expected rather than a notch below. Your actions and personal appearance affect the entire organization. It is important that we maintain a high level of professionalism.

## **ACCEPTABLE DRESS BY DEPARTMENT**

### OFFICE & ADMINISTRATIVE STAFF:

Neat, clean appropriate business casual attire. Cropped pants below the knee, no shorts allowed. Skirt and dress lengths appropriate for business wear are acceptable. Jeans that fit well are allowed as long as the day's activities are taken into consideration and clothing choices are made accordingly. No pajama pants or distressed jeans.\

### EMPLOYMENT CONSULTANTS:

Choose your attire based on the type of business where you are consulting and dress accordingly.

### COTTONWOOD INDUSTRIES and WORK ENRICHMENT STAFF:

Casual and comfortable clothing that promotes professionalism and safety on the product line. Mid-thigh shorts are allowed. Closed toed shoes required for safety.

### RESIDENTIAL, CORE and RETIREMENT STAFF:

Casual and comfortable attire that best represents the professional image of Cottonwood to the community and models to the Consumers we serve. Use your best judgment and choose clothing appropriate to the situation.

## **UNACCEPTABLE DRESS FOR ALL DEPARTMENTS**

- Shorts shorter than mid-thigh length *-in departments where shorts are allowed*
- Workout clothing, sweatpants
- Grungy or dirty shoes, rubber flip flops
- Tank tops, halter tops, bare midriffs, spaghetti straps, *without shirt over or underneath*
- Tattered, wrinkled or dirty clothing
- Sheer clothing without a camisole or tank top underneath
- Low cut necklines or provocative clothing
- Jeans that are stained or torn

Please observe the common-sense guidelines to avoid being sent home to change into suitable attire. Your good judgement will prevent added restrictions to the dress code. When in doubt, ask your supervisor. Coordinators and/or members of the Management Team are the final decision makers regarding acceptable clothing choices.

*Thank you!*