

WALRUS AUDIO DRESS CODE POLICY 2018

Introduction

The Walrus Audio dress code policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

Who does this policy apply to?

The Walrus Audio dress code policy applies to all employees.

Walrus Audio Dress Code Policy:

- Employees are expected to dress in casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.
- Footwear must be close toed (no sandals)
- Shoes must be made and designed for streetwear and activity (no house shoes)
- Athletic shorts, sweatpants, or basketball shorts are not allowed

Dress Code Violations

Managers or supervisor are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes.

Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.