**Your attitude, commitment and appearance are very 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 keep a high level of professionalism at Cottonwood.**

***Acceptable Dress By Area***

|  |  |
| --- | --- |
| Office and Administrative Staff | **Neat, clean business-casual clothing that is appropriate for the office at all times. Cropped pants below the knee are acceptable, but NO SHORTS. SKIRT-LENGTHS appropriate for business wear are acceptable.** |
| Employment Consultants | **Choose your clothing based on the type of business where you are consulting and dress a notch above!** |
| Production Staff & Direct Line Staff | **Casual and comfortable clothing that promotes professionalism and safety on the production line. Mid-thigh length shorts are allowed. Open-toed shoes are not allowed for safety reasons.** |
| Residential Staff | **Casual and comfortable dress that best represents the professional image of Cottonwood to the community and models to the consumers we serve.****Use your best judgment and choose attire appropriate to the situation.****Supervisors will have final say in what is appropriate.** |

Unacceptable Dress For All Areas

|  |
| --- |
| * Shorts shorter than mid-thigh length, (for those areas where shorts are allowed)
* Sweat pants
* Workout clothing
* Grungy or dirty shoes
* Tank tops, halter tops
* Bare midriffs
* Tattered, wrinkled, worn or dirty clothing
* Spaghetti straps without shirt underneath or over
* Provocative clothing; see-through clothing without a cami or tank underneath
* Low-cut or plunging necklines
* Rubber thong-type flip-flops
* T-shirts with alcohol/tobacco/drug references
* Clothing with provocative or disrespectful language / symbols
 |

**Office and Administrative Staff should remember that, although jeans are allowed on *Casual Friday*, Friday is still a work day and your choice of dress should reflect that. Please observe these common-sense guidelines to avoid being sent home to change into more suitable attire. Your good judgment will prevent further restrictions to the dress code. Thank you!**