**FROM THE DESK OF SHARON SPRATT, CEO**

**COTTONWOOD DRESS CODE**

**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***

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| 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. Well-cared-for jeans that fit well are a work option as long as the day’s activities are taken into consideration and clothing choices are made accordingly (i.e. if you have a meeting, make sure that you are sufficiently dressed up- in person meetings will require careful bottom half choices too. No pajama pants or holey distressed jeans in the office!).** |
| 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

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| * 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 * Jeans that are stained, torn, or overly worn (the jeans you’ve been wearing since high school are likely not work-appropriate) |

**The inclusion of jeans as part of the daily dress code for office staff is a notable change for Cottonwood. Ensure its’ longevity by making thoughtful clothing choices and ensuring that you are conveying a professional image suitable to the occasion.**

**Please observe these common-sense guidelines to avoid being sent home to change into more suitable attire. Your good judgment will prevent restrictions to the dress code. Thank you!**