

Simply Southern Office

Dress Code and Personal Appearance Standards



At Simply Southern, it is important that our employees present a clean, tasteful appearance at all times when representing our company. This set of employee dress standards provides a list of what is and is not appropriate work wear, maintaining a professional appearance throughout the office.

THE BASICS

One of the two following options are REQUIRED of employees while working in the office or representing the company:

- Option 1 – Simply Southern Casual
 - TOP - Simply Southern shirt (t-shirt or apparel shirt)
 - BOTTOM - Jeans, Khakis, or Shorts (no shorter than 3 in above the knee)
 - SHOES - Closed toe shoes or closed toe sandals

- Option 2 – Business Casual
 - TOP – Women: Blouse or Dress, Men: Dress shirt or Polo
 - BOTTOM – Women: Dress pants or skirt (no shorter than 3 in above the knee), Men: Dress slacks
 - SHOES - Closed toed shoes or closed toe sandals

YES

OPTION 1: Simply Southern Casual Examples of Acceptable Clothing Items

The following are items that meet the dress code criteria of option 1. Please note, these are examples of what is acceptable but are not all inclusive:

TOPS

- Simply Southern Tank Tops
- shoulders must be at least 4 inches wide
- Simply Southern T-shirts
- Simply Southern Apparel Shirts



BOTTOMS/DRESSES

- Jeans - no holes or rips larger than a quarter
- Khakis
- Shorts - no shorter than 3 in above the knee
- Simply Southern Leggings – top must cover your backside



ACCESSORIES

- Accessories are encouraged
- Ex. jewelry, hair accessories, scarves etc.

SHOES

- Closed toe flats
- Closed toe sneakers
- Closed toe sandals



YES

OPTION 2: Business Casual

Examples of Acceptable Clothing Items

The following are items that meet the dress code criteria of option 2. Please note, these are examples of what is acceptable but are not all inclusive:

TOPS

- Women – blouse
- Men – dress shirt or polo shirt

BOTTOMS/DRESSES

- Women - Dress pants, Dress (no shorter than 3 in above the knee or leggings must be worn underneath), Skirt (no shorter than 3 in above the knee)
- Men - Dress slacks or dress khakis

OTHER

- Blazer/Sports Coat
- Cardigans/Sweaters

ACCESSORIES

- Accessories are encouraged
- Ex. jewelry, hair accessories, scarves etc.

SHOES

- Closed toe flats/heels
- Closed toe sandals
- Closed toe dress shoes



NO

Examples of Unacceptable Clothing Items

The following items are PROHIBITED when working in the Simply Southern office. Please note, these are examples of what is not acceptable workwear but are not all inclusive.

- Open toed shoes and sandals
- Flip flops or 'Crocs'
- Crop tops or sheer tops
- Low cut tops
- Any apparel with other logos, phrases or images that are NOT Simply Southern
- Spaghetti strap tops or dresses
- Non-Simply Southern leggings or other tight-fitting pants
- Athletic Pants
- Jeans with cuts or holes larger than a quarter
- Jeans with stains



Personal Appearance



Employees must represent Simply Southern with a clean and professional appearance. Hair must be properly maintained. Facial hair must be neatly trimmed. Employees should demonstrate good judgement with all other personal grooming and hygiene habits.

If an employee reports for their shift, and the manager determines they are in violation of this dress policy, they will be asked to change or correct the issue on their own time, prior to clocking in for their shift. Violation of this policy may result in disciplinary actions up to (and including) termination.

If you have cultural, medical, and/or religious requirements to wear something that may not conform to these guidelines, please contact your manager or human resources.

Remember you are promoting our brand! Keep in mind that visitors and guests are always coming to the office, and how we dress reflects how we perform as a company. We need to put our best foot forward when representing the company by dressing in a way that showcases our product and/or appears professional.