



PROFESSIONAL CONSTRUCTORS

DRESS CODE POLICY

Purpose:

The purpose of this policy is to outline Acres expectations for appropriate dress at work.

Scope:

This policy applies to all Acres employees. Acres reserves the right to prohibit any mode of dress or attire that may be deemed improper or inappropriate for conducting business or is disruptive or disrespectful to the working environment.

Policy:

Acres encourage its employees to dress comfortably, however, it is critical that employees maintain a professional appearance while in the office, workplace, or while attending company-sanctioned events.

Appropriate attire should be worn at all times, in keeping with business practices, to project a professional image. Employees are expected to dress in a manner that reflects the designated responsibilities of their job roles or job title.

In the event an employee attends a company event or arrives to work wearing an article of clothing found to be inappropriate (offensive symbols, logos or messages OR holes, rips or tears), Acres holds the right to ask the employee to return home to change as unpaid leave.

Field Employees

- ✓ Person protective equipment (PPE) per Acres HSE Manual, properly secured and clean
- ✓ Sturdy denim pants / gear (fitting properly) ✗ No excessive materials that can create a snag hazard
- ✓ Clothing that will protect and cover skin

Office Employees (*Business Casual*)

Men:

- ✓ Jeans, khakis, trousers
- ✓ Sweaters, collared shirts, dress shirts, golf shirts, ties, cardigans
- ✓ Shoes: closed toe
- ✗ No caps, visors or hoods
- ✗ No flip-flops or ripped jeans

Women:

- ✓ Skirts, pants, dresses, jeans, capris
- ✓ Sweaters, blouses / shirts, cardigans
- ✓ Shoes: closed-toe, open-toe, fashion boots
- ✗ No caps, visors or hoods
- ✗ No flip-flops or ripped jeans