

## **NRECA Work Attire Guidelines Lincoln Office**

The following guidelines outline NRECA's "Dress for Your Day" philosophy, as well as provide further details regarding appropriate work attire.

### **Guidelines**

"Dress for Your Day" means employees should always look professional while selecting their attire based upon the activities and scheduled events for that day. If you are meeting with a Member or guest you should mirror their dress code. However, it's better to be overdressed than underdressed.

Occasionally employees will be asked to wear business attire during significant events when members or guests are also dressed in business attire. During all other times employees may wear business casual. Appropriate dress attire is outlined below.

Managers may send an employee home to change inappropriate attire. Human Resources can work with managers to address questions, concerns regarding these guidelines. Repeated instances of inappropriate attire may result in disciplinary action.

Please contact Carmen Wiles for any questions or for more information.

### **Appropriate Work Attire**

#### **Business Casual (Monday through Thursday)**

Attire must be well kept, fit properly and comfortably so it's not too tight, and have a professional hem, collared neck line that is not too revealing and dresses or skirts at an appropriate length that are not too revealing. Examples include:

- Slacks, suit pants, dressy capris or cropped pants.
- Skirts, dresses and skirted suits.
- Dress shirts, polo's, sweaters, turtlenecks, tops, blouses and jackets.

What's **Not** Business Casual? Examples include: Very casual flip-flops (nice leather looking flip-flops are acceptable) or any kind of tennis or athletic shoes.

#### **Traditional Business**

Attire should also fit properly and not be too revealing. This business attire will more than likely occur less frequently in the Lincoln office. Examples include: Suit and tie for men, business suits or dresses/skirts with blazer/sweater.

#### **Friday Casual**

Attire should also be well-kept, fit properly, and not too revealing. Friday dress can be all that's listed under Business Casual but can also include: T-shirts or un-collared neck line, jeans or shorts, tennis or athletic shoes or casual flip flops.

What's **not** Friday Casual? Examples include: Exercise pants or exercise shorts or 'lounger' pants.