

Subject: Personal Appearance  
 Item Number: HR-200  
 Board Approval Date: 04-01-2008

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**Personal Appearance**

Our public image is a direct result of employees, individually and as a group. Quality customer service, a positive attitude, and a pleasing personal appearance are all key factors in creating and maintaining a favorable image. Because a professional, businesslike image is essential for the organization to project a sense of trustworthiness, stability, and confidence to its customers, employees are expected to be tastefully dressed, well groomed, and neat in appearance when representing the organization, whether on the job, at an organization function, or anytime they are wearing a bank shirt or a name tag.

Listed below are the approved Dress Code Categories. Category assignments will be recommended by the Dress Code Committee and submitted to the HR Director for coordination of approval.

**Category 1: Uniforms FHNB**

	<b>Shirts/Blouses</b>	<b>Dresses/Skirts</b>	<b>Pants/Slacks</b>	<b>Shoes</b>
<b>Men</b>	Button down oxford shirt with bank logo  Collared golf/sport style shirt with bank logo	N/A	Khaki or Black Slacks  Appropriate jeans allowed on Fridays / Saturdays / Sundays	Dress shoes  Dress boots
<b>Women</b>	Button down oxford shirt with bank logo  Collared golf/sport style shirt with bank logo	Skirts	Khaki or Black Slacks  Appropriate jeans allowed on Fridays / Saturdays / Sundays	Dress shoes  Dress boots  Dress sandals

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## Category 2: Uniforms FNBT/FCB Personal Bankers

Clothing Items	Color	Style	Purchasing Options
<b>Shirts</b>	Black, Stone, Navy, Red  Tie for men is optional	<b>Men:</b> Long or short sleeve button down oxford or polo shirts; must be tucked in.  <b>Women:</b> Long, short or 3/4 sleeve button down oxford or polo shirts.  Shirts must be tucked in unless tailored to be worn un-tucked.	Shirts must be purchased from the On-line dress code shop.
<b>Slacks/Skirts</b>	Khaki, Black, Gray	"Dockers Style" dress slacks/trousers.  Skirts may not be shorter than 2" above the knee.  Must be a full length pant.	
<b>Belts</b>	Must be worn with trousers/skirts/slacks if the design requires it.  The belt must be a coordinating color.		
<b>Shoes</b>	Dress shoes: pumps, loafers, or dress boots.  Must be worn with hose or a coordinating color dress sock.		
<b>Name Tags</b>	For security, will include first name only. Must be worn during business hours.		

All non-exempt FNBT/FCB branch personnel will adhere to the following dress-code schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Branch designated shirt color  Appropriate jeans/slacks or skirt	Branch designated shirt/slack color	Branch designated shirt/slack color	Dress for success (refer to Business Professional category)	Branch designated shirt/slack color	Branch designated shirt color  Appropriate jeans/slacks or skirt	Branch designated shirt color  Appropriate jeans/slacks or skirt

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### Category 3: Business Professional

	Shirts/Blouses	Dresses/Skirts	Pants/Slacks	Shoes
<b>Men</b>	Suit or sport jacket with dress shirt and tie	N/A	Dress slacks	Dress shoes Dress boots
<b>Women</b>	Suit or jackets with dress blouses or sweaters	Coordinated blouse and skirt outfit  Business style dress	Dress slacks	Dress shoes Dress boots Dress sandals

**\*This category should be followed for all employees when attending bank functions**

### Category 4: Business Casual

	Shirts/Blouses	Dresses/Skirts	Pants/Slacks	Shoes
<b>Men</b>	Button down dress shirt, sweater, collared golf/sport style shirt	N/A	Dress or casual slacks	Dress shoes or dress boots
<b>Women</b>	Dress shirts, blouses or sweaters	Dresses, skirts or split skirts	Dress or casual slacks	Dress shoes, dress boots or dress sandals

### Category 5: Casual (Non-Customer Contact Areas Only)

	Shirts/Blouses	Dresses/Skirts	Pants/Slacks	Shoes
<b>Men</b>	Button down dress shirt, sweater, collared golf/sport style shirt, including button down oxford shirt or collared golf/sport style shirt with FCBI logo.	N/A	Dress or casual slacks/appropriate jeans	Dress shoes Dress boots Appropriate tennis shoes
<b>Women</b>	Dress shirts, blouses or sweaters, including button down oxford shirt or collared golf/sport style shirt with FCBI logo.	Dresses, skirts or split skirts	Dress or casual slacks/appropriate jeans	Dress shoes Dress boots Dress sandals Appropriate tennis shoes

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Below is a general overview of appropriate attire that applies to all categories. Since no dress code can cover all contingencies, employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable attire for work, please ask your supervisor or your Human Resources staff. Clothing should be pressed and never wrinkled. Torn, dirty or frayed clothing is unacceptable. All seams must be finished.

- Clothing must fit appropriately, neither excessively tight-fitting nor loose. Clothing must be worn in the manner that it is designed; i.e. belts must be worn with clothing that has exposed belt loops.
- Clothing must be modest in nature. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is unacceptable.
- Maternity wear must match the established dress code color scheme.

**Skirts, Dresses, Skirted Suits**

- Skirts, split skirts and dresses must have lengths no shorter than 2” above the knee.

**Shirts, Tops, Blouses, Jackets**

- Sleeveless dresses & dress blouses must be conservative.
- Spaghetti strap and off the shoulder style shirts and dresses are unacceptable. Halters, tank top, T-shirts are not allowed.

**Slacks, Pants, Jeans**

- Blue jeans will be allowed on Fridays, Saturdays and Sundays (or as otherwise designated.) Jeans must be blue or black, conservative in design and be without holes, tears or frayed edges. Cargo jeans are not allowed.
- Dress slacks must be calf length or longer. Casual (Dockers style) slacks and jeans must be full length. **Provision:** Females in non-customer contact locations are allowed to wear casual pants and jeans that are calf length or below.
- Cargo pants or cargo jeans, leggings or any type of tight fitting slacks/pants or jeans that resemble leggings are unacceptable.

**Shoes and Footwear**

- Dress sandals may be approved for employees that are assigned to the Business Casual or Casual Dress Category. They must have heels, no flip flops, beach shoes, or any sport type sandals.
- No athletic shoes or canvas shoes are allowed in Free Standing branches. Athletic shoes may be worn at the in store branches with the Regional Manager’s approval.

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**Hosiery, Jewelry, Tattoos**

- Hosiery is optional for women with skirts or slacks. Skirts must fall below the knee if hosiery is not worn. Men are required to wear socks with all footwear.
- Jewelry must be tasteful and conservative both in number and appearance. Earrings are not permitted on male employees in customer contact locations. Visible body piercing is not permitted in customer contact locations. Visible body piercing in non-customer contact locations must be conservative both in number and appearance. Employees working in customer contact locations must cover tattoos. Hair must be appropriately groomed and maintained. No employees will be permitted to wear un-natural hair colors.
- If an item of clothing is deemed to be inappropriate by the employee's supervisor or manager, the employee may be sent home to change clothes. A verbal warning will be given for the first offense, and progressive disciplinary action will be taken for further dress code violations.