



# Dress Code Policy

GUIDELINES FOR BUSINESS CASUAL DRESS

Transportation Corporate and Regional offices & shops

Effective August 2016

# Statement of Intent

- The Company's Dress Code is intended to provide for a professional, productive and safe work environment. Employees should present themselves in a way that represents the professionalism of the Company, and should dress in a manner that creates a favorable impression, reflects employee pride, and encourages positive morale.



Business casual attire  
is clean, crisp,  
and neatly pressed.

# Acceptable Crestwood Business Attire



## Acceptable Men's Attire

- Slacks, trousers, khakis, chinos or corduroys\*
- CW issued collared, button-down shirts or polo's (long or short-sleeved)
- CW issued sweaters, sweater vests, fleece or wind shirts
- Dress shoes, boots, loafers or athletic shoes –all must be clean and in good condition



## Acceptable Women's Attire

- Slacks, chinos, knee-length or longer skirts or corduroys \*
- CW issued collared, button-down shirts or polo's (long or short-sleeved)
- CW issued sweaters, sweater vests, cardigans, shrugs, fleece or wind shirts
- Dress shoes, boots, loafers or athletic shoes – all must be clean and in good condition

***\*Jeans are acceptable in field offices daily and in the KC office on Friday's but all jeans must be clean and free of stains, frays, holes or rips of any kind\****

# Clothing to Avoid

## Men's Clothing to Avoid

- Cargo pants, sweats, shorts or jeans\*
- Any colors other than CW blue, black, white or grey shirts
- Graphic t-shirts, tank tops, sport team t-shirts or jackets, sweatshirts
- Slippers, house shoes , casual sandals such as flip-flops or slide-ons.
- Chains, lanyards or any other item hanging from belt-loop or pocket

## Women's Clothing to Avoid

- Spandex pants, yoga pants, cargo pants, sweats, shorts or jeans\*
- Mini skirts, short skirts or "skorts"
- Strapless dresses or tops
- Graphic t-shirts, low-cut blouses, tank tops, camisoles, spaghetti-strap tops or midriff tops
- Slippers, house shoes or flip-flops
- Chains, lanyards or any other item hanging from belt-loop or pocket

*\*Jeans may be worn on Fridays, as long as they are neat and in the spirit of a professional business environment. Jeans should not be cut-off or frayed, low-rise, or have rips or holes or stains.*

# Questions & Concerns

- If you have any questions regarding appropriate office attire or are unable to comply with these guidelines for any reason, please contact your supervisor.
- Thank you for your commitment to the professionalism and pride that we have in our workplace, teams and our company!

