

Spencer Construction Company

Appearance Guide

Spencer Construction Company's public image is a direct result of its staff actions and appearance. We expect all employees to appear, behave, and perform in a professional manner. This guide is intended to aid us in providing the expected level of service for our clientele in order to achieve repeat business and gain referrals to grow our company.

General

- The following information is intended to be used as a guide and is not inclusive
- The company reserves the right to accept or reject any exceptions to the above regarding professional and non-professional appearance
 - Any objections presented by the company must be dealt with immediately and without pay
 - It is recommended to present questionable attire to the supervisors for review prior to wearing them to work
- Shirts with plunging necklines are not acceptable
- Tank tops, halter tops, tube tops, camisoles worn as shirts, and shirts with **logos or printed sayings** are **NOT** acceptable attire.
- Hair styles for all personnel are to be neat and business-like. All mustaches and/or beards must be clean and well groomed
- Piercings beyond earrings are **NOT** permitted
- Concealment of tattoos with reasonable business attire is encouraged. Please make an effort to cover body tattoos

Office Personnel

- Professional Business attire shall be worn when conducting business on behalf of the Company
 - Collared shirt, etc.
- Business casual dress may be worn when conducting Company business where professional attire is not necessary
- Management reserves the right to specify specific days that Business Casual or Professional Business attire is required.
- Belts are mandatory and shoes shall be well maintained.
- Apparel such as blouses, shirts, dress slacks, dress shorts, skirts, dresses, and business suits should be clean, pressed and simple with subdued design.

Job-site Personnel

- Shirts
 - The company shall provide uniform t-shirts for all full-time employees
 - Five t-shirts are provided annually

- Replacement shirts are available at employee's cost
 - See supervisor for details
 - Plain t-shirts may be worn if a company shirt is not available
 - Winter weather may require the use of heavier clothing which makes the company t-shirt not practical
 - No logos or printed sayings (SEE GENERAL)
 - Pants
 - Blue jeans or other work pants are acceptable
 - Must cover entire leg to boots
 - No holes
 - Sized properly to conform to the individual's body
 - Do not allow inadvertent reveals of typically covered portions of the body
 - No logos or printed sayings
 - Belts are required
 - Suspenders, if needed
 - No logos or printed sayings
 - Hair safety to prevent accidents
 - Hair must be always out of the eyes
 - Hats
 - Spencer Construction Company logo or supplier's logo utilized and/or approved by Spencer Construction Company are permitted
 - May not obstruct vision and hinder one's ability to perform assigned tasks
 - Footwear
 - Work boots that extend above the ankle
 - Tennis shoes are only permissible when not on a jobsite