



# TEMPCO ELECTRIC HEATER CORPORATION

## Dress Code Memo: November 6, 2015

---

Ladies/Gentlemen:

We will be modifying the office dress code to a **business casual mode effective five days a week, Monday through Friday**. The change will be effective **Monday November 9, 2015**. Specifics are as follows:

1. Male employees will no longer be required to wear a tie.
2. Dress and/or business casual slacks (i.e. Khakis), Polo shirts in good taste and other button up collared shirts with a normal "lay down" collar (long or short sleeve) are considered appropriate dress for men. Shirts and slacks are to be appropriately pressed. Slacks intended to be worn with a belt must be worn with a conservative dress belt. Socks of course must be worn at all times.
3. Casual but business like dresses, skirts, blouses, sweaters, pants/slacks, conservative stretch pants (when worn in good taste with an appropriate blouse or sweater) are considered appropriate dress for women. Clothing must be appropriately pressed. Slacks intended to be worn with a belt must be worn with a conservative dress belt.
4. All shirts/blouses must be worn tucked in if they are designed to be tucked in.
5. **Prohibited items** include the following:
  - a. General: Anything with a faded or "washed out" look. Clothing with holes. Clothing in obtrusive colors.
  - b. Footwear: Boat shoes, Topsiders, Sandals including Croc styles, Western boots, Hiking boots, Athletic shoes, Tennis shoes
  - c. Slacks/Dresses/Skirts: Denim jeans, Stirrup pants, Denim skirts, Skorts, Sweatpants, Corduroy pants, Leather slacks/dresses/skirts, Shorts/miniskirts, Slacks with holes, Sleeveless dresses without jacket, Sundresses
  - d. Shirts/Sweaters/Blouses: Collarless shirts, T-shirts, Sleeveless shirts/blouses, Sweatshirts, Flannel/Plaid shirts, Hoodies
6. **Friday will also be considered a business casual day and all of the above dress criteria will apply. To reiterate a point, blue jeans or any kind of denim jeans are no longer allowed on Friday.**

As part of this policy, all employees are expected to be well groomed and neatly dressed in an appropriate business casual manner. Maintaining a professional image is important and reflects favorably on our Company, especially as it relates to customers and other visitors touring our facilities. **When in doubt, dress up, not down.**

We ask for your cooperation as we make this transition. We recognize that questions may arise and certain aspects of the new policy may require clarification. We are planning on modifying the employee handbook at the appropriate time to reflect these changes. If you have any questions regarding this modified policy, please direct them to your immediate supervisor or the Tempco Human Resources Department.

Thank you for your cooperation.

Paul Wickland