

*First State Bank*  
*Dress Code Presentation*  
*September 2019*

# ***Bank Dress Policy***

***“You never get a second chance  
to make a first impression”***

As a member of the First State Bank team, it is very important to always present a professional and well groomed appearance. First impressions are significant in our relationships with customers.

The dress code is a guide to promote high standards of personal appearance and hygiene. Every employee is expected to present a neat, businesslike appearance at all times during working hours.

# *Personal Appearance*

Due to the nature of banking, clothing should exhibit professionalism and taste at all times. Conservative, businesslike taste should be considered when selecting the clothes you wear.

Avoid extreme styles, form-fitting clothes and fad type clothing. Clothing should fit well and be clean and well maintained.

Hair styles should be conservative and neat while avoiding extreme colors and styles.

When considering cleavage, use the “less is more” approach and keep it covered.

# *Piercings and Tattoos*

- Body piercing jewelry is to be worn on the ear only. Ear piercing jewelry is limited to three per ear.
- Men are not allowed any visible piercings.
- No other area of the body should be visible with body piercing jewelry.
- Visible tattoos are discouraged as they are not part of the professional image First State Bank wishes to portray.
- No visible tattoos will be allowed on or above the torso area including arms, hands, neck or face. Existing tattoos on any of these areas must be covered.
- Any visible tattoo on the calf or lower calf must be covered as well.
- Visible tattoos on the foot or ankle are discouraged and should be covered when practical.
- If in doubt, contact the HR Department to determine what is considered appropriate or excessive.

# *General Guidelines for Women*

Examples of **acceptable** attire would include:

- Dresses or skirts no shorter than an inch above the top of knee
- Tailored pantsuits/suits
- Professional looking ankle pants
- Dress pants or wide legged slacks with a nice blouse

Examples of **unacceptable** attire would include:

- Dresses or skirts shorter than an inch above the top of the knee
- Crop style pants
- Tight fitting tops
- Tops showing cleavage
- Leggings

# *General Guidelines for Men*

- Between Memorial Day and September 30<sup>th</sup>, business casual will be allowed Monday thru Friday. This would include short or long sleeved collared dress or polo shirts with no ties. Shirt tails should be tucked into a dress slack with a belt.
- Business style shoes should be worn at all times. They should be kept clean and well maintained.
- Socks should always be worn with shoes.
- Goatees or beards must be maintained and well groomed at all times.

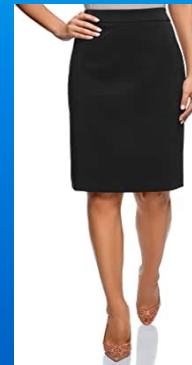
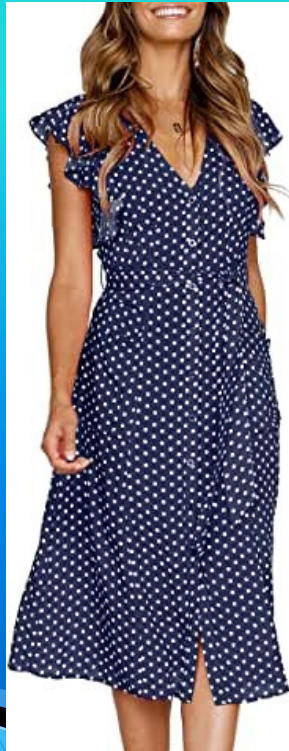


# *Suits and Blazers*



# *Dresses & Skirts*

Panty hose are optional when wearing a dress or skirt. The length of the dress or skirt should be no shorter than one inch above the top of the knee.





# *Sleeveless Clothing*

While sleeveless clothing is acceptable, great care should be taken that undergarments are concealed and that the outfit is tasteful.



# *Blouses and Tops*

Blouses can be paired with either a skirt or dress pants. Care should be taken to avoid tight, form-fitting or casual tops.



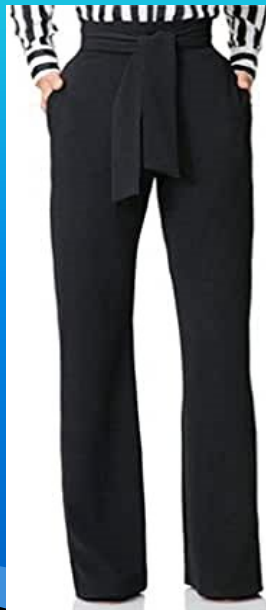




# *Slacks and Dress Pants*

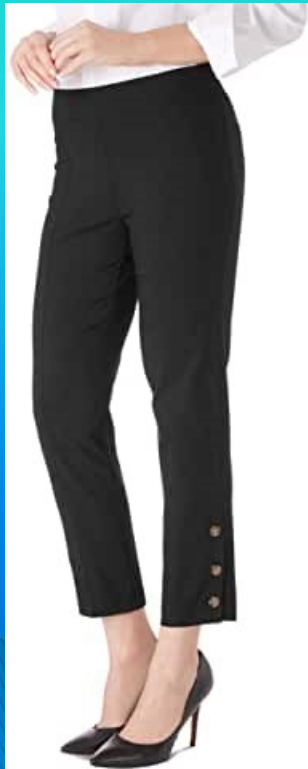
When wearing pants or slacks on Monday thru Thursday, they should be businesslike and fit well.

Pants should not be too tight or of a denim type material. Care should be taken to avoid a body hugging look. Leggings are not appropriate.



# *Ankle Pants*

While Capri and Crop pants are no longer acceptable, the Ankle pant is. An ankle pant is a more professional look and is tapered at the bottom. It can be worn at the ankle or up to three inches above the ankle. Ankle pants are typically a slimmer fit but should never be a skinny pant. Thought should be given to the style of shoes worn with an ankle pant.





# *New to the Dress Code*

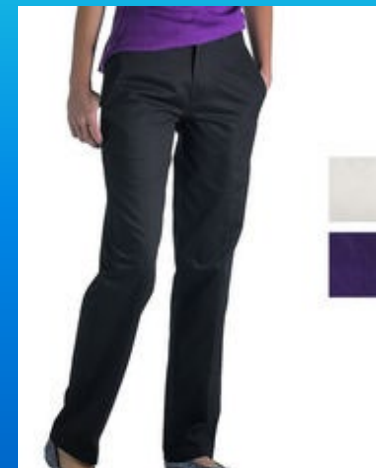
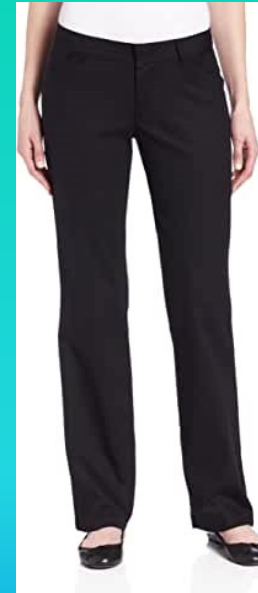
To simplify the shoe debate, all approved shoes will now be allowed with any type of dress, skirt or pant. Flats can be paired with a dress or skirt but you should consider the style of the shoe to avoid overly casual flats. If you opt for a sandal with a split toe, it must have a heel to avoid the appearance of a flip flop.





# *Friday – Business Casual*

- On Friday's, professional casual attire may be worn unless special events deem otherwise.
- Men – Short or long sleeve dress shirts, businesslike polo shirts, slacks or “Dockers” style pants are acceptable. Ties are not required.
- Women – Businesslike blouses otherwise approved for Monday thru Thursday are allowed in addition to logo'd bank shirts with slacks or “Dockers” styled pants.
- Caution should be used to remain neat and professional at all times.
- Friday's are a more relaxed day but should not mean sloppy day.





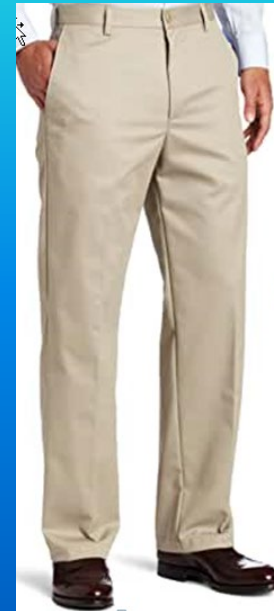
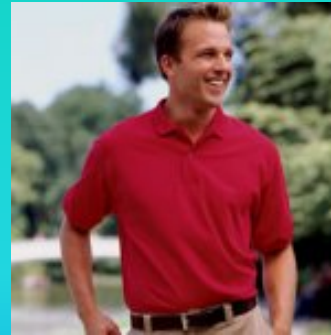
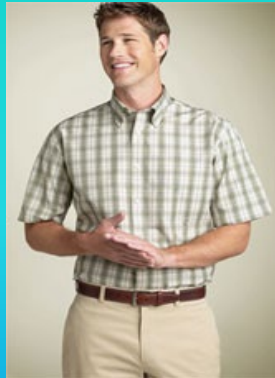
# *Men's Clothing*

Between Memorial Day and September 30<sup>th</sup>, business casual will be allowed Monday thru Friday. This would include short or long sleeved collared dress or polo shirts with no ties. Shirt tails should be tucked into a dress slack with a belt. Docker styled pants and a collared or logo' d bank shirt is allowed on Friday's year round.



# *Technology Staff*

Due to the hands-on work which they must perform, professional casual attire is considered acceptable for every business day. Attire and footwear should be well maintained and presentable.





# *Unacceptable Attire*

- Spandex and tank tops should be worn as an undergarment only. Leggings are not appropriate.
- Miniskirts, spaghetti strap dresses, strapless dresses and sun dresses should not be worn.
- While slit sleeved blouses are acceptable, Peek a Boo shirts that bare the top of the shoulders are not allowed.
- No athletic shoes, work boots, Sperry's, Tom's, Ballerina slippers or flip flops are allowed.
- Hoodies as a work shirt are not acceptable attire.
- Pants or skirts should be worn at or above the waistline.
- No sexually provocative clothing should be worn.
- Palazzo pants are no longer acceptable.
- The observable lack of undergarments or exposed undergarments are not allowed.

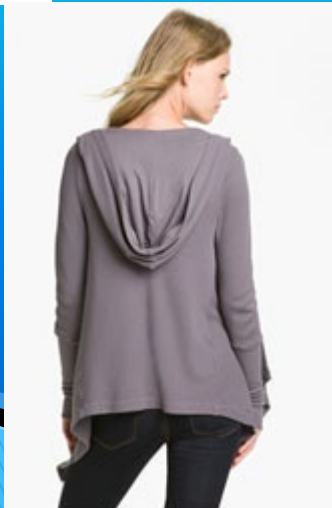
# *Inappropriate Clothing*





# ***Inappropriate Tops***

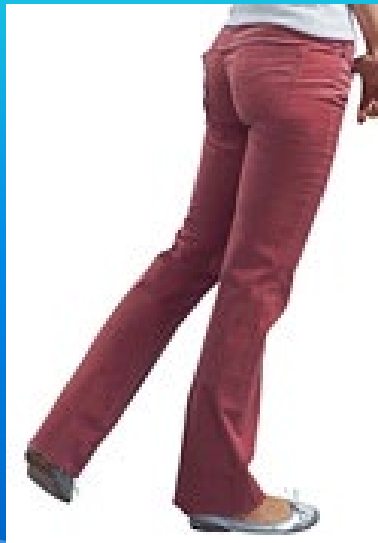
## ***Tight, Low Cut and Casual***



# *Inappropriate Pants*



Avoid tight fitting and stretch type pants. Leather, denim and casual styled pants are not allowed in the dress code. Docker styled pants are allowed on Friday's only. The hem of any pant worn should be no higher than three inches above the ankle.





# *Inappropriate Footwear*





# ***General Guidelines***

- Slacks should not drag the ground or have a torn hem.
- Be mindful when your nail polish becomes chipped. Keep your nails clean at all times.
- If your weight changes, your clothes should change with you.
- Panty lines – enough said!
- If your top is too tight, it will cling to areas that it shouldn't. Avoid overly tight or extreme form fitting clothes.
- Because we handle customers finances, we should always present ourselves in a professional manner in both dress and speech.
- As you dress in the morning if your clothing is wrinkled, pull out an iron. If you don't have time to iron, don't wear it.
- Makeup, perfume and jewelry should not be used in excess.
- Unnatural or extreme hair coloring should be avoided.

# ***First State Bank Dress Code***

The goal of First State Bank's Dress Code Policy is to present a unified, professional image to the public. As employees of First State Bank, we represent the way the bank is perceived in the community.

Each branch has at least two assigned representatives that employees can contact if they have questions about what might be appropriate. If in doubt, ask first.

