



DRESS CODE POLICY



PERSONAL APPEARANCE

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The key guideline is this:

- Dress and behave in the way that always reflects well on you and the company.
- This is important so that all employees, at all times, make a good impression on their employer and prospective clients. You are expected to wear clothing that reflects the company's professional image.

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DRESS CODE POLICY BASICS

- Always strive to dress a tier above the dress code at your assignment.
- This typically means business professional or business casual – clean and pressed blouses, shirts, golf shirts, skirts and slacks. Polished shoes or boots and no sneakers or sandals.
- No logos other than BCS or the Client logo, no suggestive or offensive language on shirts. No huge baggy pants or leggings and no shorts of any kind.
- Wear hose or socks.

ACCEPTABLE TOPS



~~UNACCEPTABLE TOPS~~



ACCEPTABLE BOTTOMS



UNACCEPTABLE BOTTOMS



ACCEPTABLE FOOTWARE



UNACCEPTABLE FOOTWEARE



BODY ART AND PIERCING

- If you have body art, please make sure it is completely covered at all times.
- Piercings are allowed as long as they do not cause noticeable distractions.



BCS DRESS CODE POLICY

Very Important to Note:

- Exceptions to this policy may be made to suit specific client environments.
- If you are in doubt as to the dress code at the client site to which you are assigned, ask your BCS Manager for guidance or dress code clarification.
- We respect your individualism; however it cannot be in conflict with Business Control Systems or our Client policies.
- Lastly, part of a good dress code is good hygiene.

