



Dress Code (Administration)

Revision: Original
Effective: 05/08/2025

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Approved: *Bruno Cuevas*

Date: 05/08/2025

Bruno Cuevas, HR Director

Change Record

Rev	Date	Responsible Person	Description of Change
Orig	05/08/2025	Bruno Cuevas	Initial Release

1. Purpose

To set forth Kirkhill's guidelines regarding a professional business casual dress code, Monday - Friday.

2. Scope

This policy applies to all Kirkhill administrative employees. Administrative employees are those who are in the following functional areas: Design Engineering, Business Development/Sales, Finance, Quality Administration, & Management.

3. Policy

All employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean, and professional.

Acceptable business casual includes;

- dress slacks, docker type pants, dresses, skirts
- long or short sleeved dress shirts or blouses, with a collar
- polo shirts
- denim jeans – **Friday's only**

Unacceptable casual wear includes

- **denim jeans – Monday – Thursday**
- Capri pants at knee length



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- t-shirts of any kind (unless worn under lab coat or smock)
- bare midriffs, tube, spaghetti strap tank, or halter tops
- Baseball hats/caps
- shorts
- “flip-flops” or “thong” sandals

Exceptions to the above can/will be made on company sponsored events or days.

If you have any questions about the acceptability or safety of attire, please check with your supervisor and/or Human Resources.