

## CSC Certification Application - Requirement 10 – Dress Code

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*Name or organization*

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*Product category*

### **SAMPLE DRESS CODE**

This is the dress code of a newly-certified service center. Please edit this dress code to suit the needs of your business and submit it as part of your application packet. While a dress code policy is a requirement of the Certified Service Center application; this particular dress code is a sample only.

### **CUSTOMER SERVICE PROGRAM - GLASS ANTENNA SERVICE - GREENCASTLE IN 46135**

Employees are expected to dress in a manner that projects a professional image to the public.

Because of the nature of our business, it is often required that we work in mud, crawl and attic spaces, ditches, on roofs and in dirty and near uninhabitable homes. Employees are expected to wear clean casual clothing. We expect, where practical, for workers to wear coveralls for dirty jobs and rain or cold weather gear and boots when appropriate.

Suggestive tee shirts or sweaters should not be worn. Shoes should be shined occasionally. During bad weather shoes should be taken off when entering a customer's home.

Chains, long earrings, loose clothing, loose bracelets and so forth can catch on protrusions and are discouraged.

Language should be above reproach.

By signing below, we acknowledge that we have read these guidelines.

**Employee** \_\_\_\_\_ **date** (            )

**Employee** \_\_\_\_\_ **date** (            )

**Employee** \_\_\_\_\_ **date** (            )

**Employee** \_\_\_\_\_ **date** (            )

**Employee** \_\_\_\_\_ **date** (            )

**Employee** \_\_\_\_\_ **date** (            )