



APPROPRIATE CASUAL DRESSY ATTIRE

While we aim to project a professional image that inspires confidence, we also want employees to be comfortable and to dress in a way that expresses their personality while still reflecting EDC's pride and reputation. With the exception of days when you are interacting with customers, stakeholders and international visitors, EDC's "Casual Dressy" policy allows you the flexibility to dress-for-the-day and includes the option to wear jeans.

To help guide you, here are examples of attire that would fall outside the "Casual Dressy" guidelines:

- Cargo pants
- Athletic and yoga wear
- T-shirts, or sleeveless shirts
- Logo wear
- Flip flops
- Dresses or skirts that are inappropriately short for the office
- Clothing with obvious rips and tears
- Baseball caps

WHEN TO DRESS UP OR DOWN

What you wear should be appropriate to your role, location, team, work environment and schedule for the day. Some roles, locations and tasks call for more formality than others. If you're meeting with customers or visitors, more traditional business dress is called for but, on other days, more casual attire works. Use your good judgement.

TALK TO YOUR LEADER IF YOU NEED GUIDANCE

If you're not sure what level of formality is appropriate or have questions about EDC's dress guidelines, ask your leader. They're responsible for making sure you understand our guidelines and should set an example you can follow.

LEADER'S RESPONSIBILITIES

As a leader, you are responsible for ensuring your team members are aware of what Casual Dressy attire entails. Be sure to talk to your employees about your expectations, address situations of inappropriate attire promptly and set an example for your team.