

Information from 24590-WTP-GPG-RAHR-HR-0004

BUSINESS CASUAL ATTIRE: Make appropriate dress choices each day to foster a safe, productive, professional work environment.

Good judgment and common sense are key to maintaining a professional workplace image and atmosphere among colleagues and customers.

Clean, neat, and professional work attire is required.

There may be occasions when more formal business attire is appropriate, such as when interfacing with customers or stakeholders.

Office employees working and/or visiting the jobsite still must ensure they meet jobsite guidelines when visiting the site. Employees working in Reston should continue to adhere to the work apparel guidelines for their location.

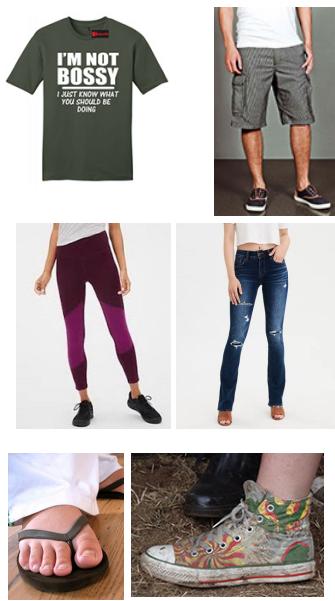
APPROPRIATE ATTIRE FOR ALL WORKDAYS*

- Slacks, denim jeans, professional mid-calf-length "capri" pants (*no low-cut or baggy pants*)
- Skirts or dresses (length should be at least mid-thigh)
- Shirts, sweaters, polos
- Casual dress shoes, including loafers, boots, flats, pumps, open-toed pumps, dress sandals and neat, clean athletic shoes are also acceptable
- Blazers/jackets and ties are optional



INAPPROPRIATE ATTIRE

- Worn or tattered clothing or clothing with holes, tears, or rips
- Clothing that is offensive or violates the WTP Anti-Harassment policy, such as attire with jokes, foul or obscene language, or gender-specific traits
- Sweat suits, sweat pants, exercise, or athletic wear
- Shorts
- Halter, "spaghetti-strap," or strapless tops and dresses (no midriff baring or backless tops)
- Bare feet or thong-type, flip-flop sandals (some dress sandals that have straps between the toes are acceptable, when in doubt, ask your supervisor or Human Resources representative for guidance)



*The employee's work location and the activity being performed may require PPE and/or sturdy footwear appropriate for the activity.

Managers and supervisors are responsible for ensuring that employees exercise good judgment and have the right to ask the employee to return home to change into appropriate attire.