

**PENTAGON RENOVATION PROGRAM (PENREN)  
DRESS CODE GUIDELINES POLICY**

**11 MAR 2003  
No. 98-05a**

OPR: Management & Support Services Group

**1.0 PURPOSE:** This document sets for the policy for a dress code which reflects our commitment to providing a positive and productive work environment, while assuring a consistent and professional image. Employees are expected to use discretion and good judgment in projecting an image of professionalism whether in the office or on a construction site.

**2.0 CLOTHING:** Employees' attire should be neat and clean. Business suits and ties are optional. "Business casual" attire may be worn at all times. Attire suitable for wear on a construction site may be worn in the office only if an employee has need to be on the construction site during the workday.

Unless working on a construction site, the wearing of jeans is reserved for Fridays, as long as you have no meetings that take you outside the Program. Jeans may be worn with sports shirts, sweaters, or polo shirts. Ripped jeans are not appropriate, but neatly patched jeans may be worn.

Tee shirts with the PENREN logo are acceptable on Fridays, or other designated "team" days. Other tee shirts should not be worn in the office.

Attire that is considered inappropriate includes, but is not limited to: shorts; jogging suits; lycra, stretch, or tight fitting pants; skirts shorter than three inches above the knee; tank or tube tops; halter tops; swim suit tops; or, midriff-baring tops.

**3.0 SHOES:** Steel-toed shoes are to be worn on construction sites. Shoes that create a safety hazard (casual sandals, thongs, clogs, heels higher than three inches, etc.) are not appropriate either in the office or on a construction site.

**4.0 OTHER CLOTHING:** An employee who, due to cultural or religious belief, is required to wear traditional attire should discuss this matter with his or her immediate supervisor.

This policy is effective immediately and supercedes PMP 98-05.



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Program Manager