
Casual Dress Friday Policy

1. Casual Fridays

1.1 The Casual Dress Friday will allow Coutts employees to dress in business casual wear on a Friday.

2. Commencement of the Code

2.1 This Code will commence from 5/3/2021. It replaces all other codes of conduct of Coutts, if any (whether written or not).

3. Purpose

3.1 Casual dress on Fridays is being implemented to all Coutts offices to allow staff to be more comfortable one day per week.

3.2 Casual dress Friday is not compulsory. Casual dress encompasses many looks but it really means business casual clothing that is appropriate for a professional office environment. It should be clothing that allows you to be comfortable at work yet always look neat and professional. If you have face to face client appointments, then you must ensure your casual attire is presentable and professional.

4. Casual Dress on Friday Guidelines

4.1 Casual Dress on Friday is not compulsory.

4.2 The first Friday of the month staff should wear Coutts Polo shirt and casual bottoms. The Coutts Polo is not to be worn on other days without approval.

4.3 All other Fridays staff are able to wear casual tops.

4.4 Casual dress encompasses many looks but it really means business casual clothing that is appropriate for a professional office environment. It should be clothing that allows you to be comfortable at work yet always look neat and professional.

4.5 Listed below is an overview of acceptable business casual wear, as well as a list of some of the more common items that are not acceptable/appropriate for an office environment. Obviously, the list below is not intended to be all-inclusive. These items below should help you get an idea of the general parameters in which we hope you make intelligent judgements about.

4.6 Good rule of thumb is that if you are not sure if something is acceptable/appropriate, choose something else or enquire first with your Manager.

4.7 **Slacks/pants** – Wool and cotton slacks are acceptable, provided they are clean and wrinkle free. Jeans are acceptable if they are of a dark colour and with minimal wash and no distressing and no rips. Inappropriate items include sweatpants, shorts, bib overalls, spandex, lycra and other form-fitting pants and pants that are excessively worn or faded.

Shirts – Coutts Polo is to be worn on Casual first Friday of the month and casual shirts other days. (no singlets are allowed, must be presentable shirts with no holes or offensive wording)

Dresses/skirts – Casual dresses and skirts with modest hemlines are acceptable.

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Footwear – Items such as boots, flats, athletic shoes, sneakers, and leather casual shoes are acceptable. Thongs, sandals, and slippers are considered unacceptable.

Personal Hygiene – Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected (as usual).

5. Breaches of this code

- 5.1 If staff fail to adhere to the above guidelines, the Casual Dress on Fridays maybe withdrawn.

Variations

Coutts reserves the right to vary, replace or terminate this Policy from time to time.

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