

POLICIES AND PROCEDURES MANUAL

CHAPTER 6 - HUMAN RESOURCES POLICIES

6.8 DRESS CODE POLICY

PURPOSE:

Established basic guidelines to ensure that all MLC employees have a clear understanding of acceptable attire when the employee is working either in a MLC office or in the field. The MLC's business attire will be business casual subject to certain exceptions.

Business Casual Guidelines:

1. Business casual clothing that communicates professionalism.
2. Business casual attire includes, but is not limited to, slacks, khakis, sport shirts, polo and cotton shirts, skirts, dresses, turtlenecks, and sweaters. Shoes may be dress or casual but not athletic. Flip flops are not allowed.

All clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttocks areas. It should be free of sexually related references, foul language and/or promote the use of illegal substances.

Casual "Friday" Guidelines:

Friday has been selected as a "casual day" for all employees that will NOT be out in the field or meet with the public in any way. The MLC president has the authority to change or assign casual day as he/she deems necessary.

1. Employees may wear denim pants (blue jeans), plain t-shirts, colored shirts (polos) and/or any other tops that are neat, in good condition and without tears or holes. T-shirts and/or any other tops must not contain slogans or pictures unless they are lottery t-shirts, other than small branded names/logos. Collegiate and/or sports team-oriented tops may be permitted if designated for an event with approval by the President.
2. Athletic shoes may be worn on Fridays provided that they are neat, in good condition and without tears or holes. Flip-flops are not allowed during business hours and neither are hats and/or caps.
3. Casual attire which is NOT acceptable includes: shorts, overalls, athletic/work-out attire (including sweatpants/tops, hoodies), sport tops/bras, or distracting, offensive or revealing clothes.

Exceptions:

Based upon departmental internal guidelines, employees who have regular contact with the public and who must represent certain professional standards (i.e. sales representatives and security investigators), must ensure their attire always reflects a professional, business-like demeanor. All employees must comply with the MLC's business casual guidelines when they have meetings or interviews scheduled during the workweek, the attire should be more formal. By the same token, employees who elect to dress in a more formal manner (suit, coat, or tie) should feel free to do so.

The examples provided above are only meant as guidelines it would be impossible to mention every single item that would or would not be appropriate to wear at the office. It is always better to err on the side of caution so if there is any doubt as to the appropriateness of wearing something to work, it is best not to do so.

The established guidelines must be followed and will be enforced by management. Employees who do not conform the guidelines will be asked to go home, on their own time, to change clothing.

Employees with questions as to the appropriateness of an outfit or specific garment should direct those to either his/her immediate supervisor or the VP of Human Resources.

Note: In accordance with The Alyce G. Clarke Mississippi Lottery Act, the MLC President has the authority to make exceptions.