

DRESS CODE AND PERSONAL APPEARANCE

As one of the Best Places to Work, Numerica is a prominent employer in the community. Our team members are committed to Enhancing Lives, Fulfilling Dreams, and Building Communities. Members trust us with their finances, and our personal appearance should reflect that trust by presenting a professional image. That includes wearing a name tag on your right lapel area. We hired you because you are smart, talented, and professional. We trust and empower you to uphold a professional appearance while embracing your individual style. We encourage you to dress appropriately for your day. Business casual dress is appropriate when interacting with members, working in our branches, and at many community events. When working in the back office, feel free to dress down to smart casual with jeans.

Numerica also asks that employees maintain good personal hygiene and grooming habits and avoid highly scented products as coworkers, members, and other guests may have allergies or fragrance sensitivities.

The following are not appropriate:

- The following piercings:
 - No gauges bigger than a 0 gauge and it needs to be plugged.
 - No facial piercings except nose piercing allowed - small stud or hoop only.
 - No tongue piercings.
- Leggings are only allowed with appropriate length shirt or dress (at least mid-thigh) and only if they are solid colors.
- No un-natural hair color - can have a subtle strand of color that is not a natural color.
- No body art/tattoos on the face, neck, upper chest, or head, or any offensive art or language.
- No shorts, sweatpants, sweatshirts, bib overalls, spandex, athletic pants, yoga pants, pajamas, T-shirts, beachwear.
- No clothing that is faded, has holes, or is worn.
- No hiking boots, military boots, cowboy boots, beach wear, slippers, or crocs.

Casual For A Cause Days

When Numerica announces Casual for a Cause Days, employees will make a donation to that particular charity and in return wear jeans (shorts in the summer months) and a casual, but appropriate, shirt.

Spirit Days

On certain occasions, Numerica will have Spirit Days. This will be a day when you can wear your favorite team logo shirt (e.g., Spokane Chiefs, Seahawks, favorite college team). SVP of People Potential determines when we have Jeans Day and Spirit Days outside of the scheduled Casual for Cause. Employees can submit requests for Spirit Days to the SVP of People Potential.

Reasonable Accommodation

Numerica will reasonably accommodate an employee's disability or sincerely held religious beliefs in terms of personal appearance unless the accommodation creates an undue hardship for Numerica or presents a safety issue. Employees requesting a dress code accommodation should contact HR.

Violations

If an employee comes to work in inappropriate dress or displaying poor hygiene, poor grooming, or using heavily scented fragrances, the employee may be required to return home, change into conforming attire, or correct the circumstances leading to the issue and then return to work.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

If you have questions about the dress code, please have a conversation with your leader.