



DRESS CODE POLICY

2025



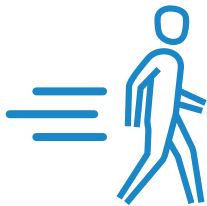
GENERAL GUIDELINES

Mytech recognizes three levels of professional attire: Business Casual, Business, and Business Formal. Employees choosing to wear Business Casual attire must wear Mytech-branded apparel in approved colors (Blue, Grey, Black, White). Personal, non-branded attire must adhere to Business or Business Formal standards.



Overall Appearance

Clothing should project a neat, clean, and professional appearance.



Keep it Comfortable

Clothing should allow for comfortable movement while maintaining a tailored look.

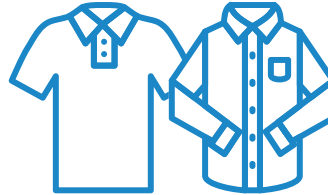


Further Notes

Clothing should be free of wrinkles and cannot be baggy, ripped, or frayed.

Shirts that are designed or tailored to be tucked in should be tucked in.

Any sweater with a hood is considered casual or athletic wear and is not permitted.



Colors & Tones

Neutral or muted tones are preferred; avoid overly bright or flashy colors.



Footwear

Footwear should be clean and in good condition. Avoid athletic shoes, flip flops, sandals.



Hats

Please refrain from wearing hats, beanies, etc. in the office to maintain a professional appearance.



MENS TOPS

Two Ways to Dress for Success:

1 Business Casual (Mytech Branded Only)
Collared Mytech polo or button-down shirt in company-approved colors (Blue, Grey, Black, White).

2 Business or Business Professional Attire (Non-Branded Allowed)
Button-down shirts, dress shirts, or sweaters. Suit jacket or blazer is optional.

TOPS DOs



Collared Mytech-branded polos and button-downs are allowed. Non-branded tops must also have a collar. Professional sweaters are acceptable.

TOPS DON'Ts



Apparel must maintain a neat and professional appearance. Avoid bright patterns, neon colors, or overly casual styles such as flannels.



WOMENS TOPS

Two Ways to Dress for Success:

1

Business Casual (Mytech Branded Only)

Mytech-branded apparel in company-approved colors (Blue, Grey, Black, White).

2

Business or Business Professional Attire (Non-Branded Allowed)

- Blouse, dress shirt, or sweater.
- Sleeveless tops with wide straps are acceptable if professional; spaghetti straps, halters, or strapless styles require a blazer or jacket.
- Tops should provide full coverage of the chest, midriff, and back.

TOPS DOS



Collared Mytech-branded polos and button-downs are allowed. Professional blouses and sweaters are acceptable.

TOPS DON'Ts



Apparel must maintain a neat and professional appearance. Avoid low-cut, sheer, or overly casual styles. Avoid loud patterns, neon colors, or overly trendy designs.



DRESSES

Business or Business Professional Attire

Dresses should be knee-length or slightly below the knee to maintain a professional appearance. Neutral colors such as black, navy, gray, or beige are preferred.

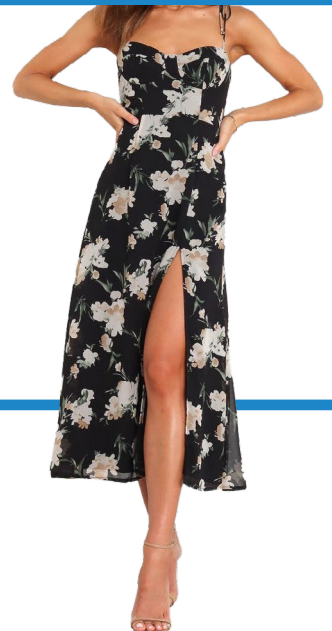
DRESSES DOs

Knee-length, ideally falling just at or below the knee. Modest neckline in neutral colors or reserved patterns.



DRESSES DON'Ts

Avoid dresses that are too short, have high slits, casual styles like sundresses, low necklines, or bright and distracting prints.





MENS BOTTOMS

Business or Business Professional Attire

Slacks or dress pants.

BOTTOMS DOs

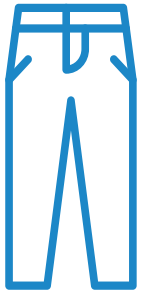
Dress slacks or pants are required. They must be wrinkle-free and maintain a professional appearance.



BOTTOMS DON'Ts

Casual pants such as shorts and sweatpants are not permitted. Avoid loud characteristics such as bright colors or bold patterns. Jeans are allowed on Casual Fridays only.





WOMENS BOTTOMS

Business or Business Professional Attire

Slacks, dress pants, or skirts that align with professional business standards.

BOTTOMS DOs

Dress slacks or pants are required. They must be wrinkle-free and maintain a professional appearance.



BOTTOMS DON'Ts

Casual pants such as shorts and leggings are not permitted. Avoid loud characteristics such as bright colors or bold patterns. Jeans are allowed on Casual Fridays only.





SHOES

Business or Business Professional Attire

- Professional footwear such as dress shoes, loafers, or boots (no flip-flops, athletic slides, or casual sneakers).
- Dress shoes/heels, or professional flats.

SHOES DOs



Shoes must be clean and professional in appearance. Dress shoes, loafers, or flats are appropriate.

SHOES DON'Ts



Avoid sneakers, sandals, flip-flops, or shoes with bright colors or casual designs.

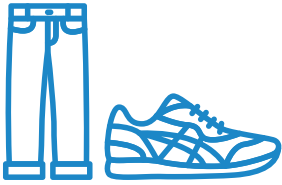


FURTHER QUESTIONS?

While our standard dress code sets expectations for professionalism and consistency, we recognize that certain days, roles, and individual needs may call for flexibility. The following guidelines outline approved exceptions.

See the following page for [ADDITIONAL GUIDELINES](#)

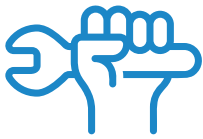
ADDITIONAL GUIDELINES



Casual Friday Guidelines

Jeans and sneakers are permitted on Fridays, provided they are clean and free of rips, tears, or distress.

If you will be onsite with a client, you must abide by the standard dress code even on Fridays.



Special Work Conditions

If there is an instance or scenario in which you are seeking an exception from the policy based on need to perform labor-intensive tasks, such as crawling under desks or working in tight spaces, requests can be made to your manager.



Company-Provided Attire

To support employees in meeting these standards, each employee will receive \$200 upon hire and \$200 annually in August to purchase Mytech-branded attire through the company store.



Cultural or Religious Exceptions

Employees may request exceptions to the dress code for cultural, religious, medical or other personal needs. Requests must be approved by management.



Company Culture/Community Engagement Exceptions

Exceptions to the standard dress code may be made in support of company culture and community engagement. These exceptions include, but are not limited to:

- **Branch-specific theme days (e.g., Flannel Friday, Pink Wednesday).** Themed attire need to be Mytech branded.
- **Company-sponsored events or campaigns that include a designated T-shirt or attire (e.g., volunteer events, marketing initiatives, or awareness days)**

Participation in these themed days is optional, and all attire should remain workplace appropriate.



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