

SIMON STOREY
VICE PRESIDENT, HUMAN RESOURCES



May 18, 2022

OFFICERS

SUBJECT: National Postal Service Dress Code Policy for Career Non-Bargaining Employees

All Career Non-Bargaining Employees (covered employees) are required to **wear professional business attire when physically/virtually meeting with customers who have prescheduled meeting appointments.**

When not meeting with customers, covered employees may wear business-casual attire that is appropriate for a business environment.

Acceptable business-casual attire includes dress pants, skirts, dresses, dress shirts, blouses, sweaters, dress jackets, polo-type collared shirts, blazers, sports coats, and collared shirts. Appropriate business-casual footwear in an office environment includes dress shoes, loafers, open-toed shoes, boots, and dress sandals.

For covered employees on the workroom floor, safety requirements for footwear, clothing, and jewelry must be met. Footwear for the workroom floor must be FULLY ENCLOSED at the heel, toe, and sides, made of leather or substantial synthetic leather-like material, and have heels no higher than half an inch.

Hats, caps, and visors are not acceptable work attire while in Postal facilities or when meeting with customers. When conducting non-customer-related official duties outside the Postal facility, hats, caps, or visors may be worn only if they have a Postal Service logo.

Employees are expected to dress in a professional manner daily. Examples of clothing that is **not acceptable** include:

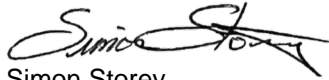
- ***Blue jeans, spandex or other tight clothing, athletic attire, sweatpants, sweatshirts, t-shirts, stretch pants, leggings, stirrup pants, hoodies, jerseys, tank tops, halter tops and spaghetti straps***

Examples of footwear that is **not** acceptable include:

- ***Flip flops, hiking boots, hiking sandals and athletic shoes.***

The dress code policy for all bargaining unit employees can be found in the *Employee and Labor Relations Manual (ELM 52), Section 930–Work Clothes and Uniforms*.

If you have questions please contact Joseph R. Bruce, Senior Director, National Human Resources at joseph.r.bruce@usps.gov.

A handwritten signature in black ink, appearing to read "Simon Storey". The signature is stylized with a large, sweeping initial "S" and a long, horizontal flourish extending to the right.

Simon Storey