

What we wear to work is an outward expression of our commitment to our firm's brand and reputation. Our individual reputation and brand is reflected in the way we dress and we expect Crowe people to exercise good judgment in their choices based upon the location and nature of the work they are performing each day.

When in a Crowe office performing day-to-day work that does not include face-to-face interaction with an external client, we believe allowing people to dress casually (including wearing jeans) will create a more relaxed, engaged and productive environment. As such, the standard firmwide policy is workplace casual when working in a Crowe office, meaning jeans are acceptable unless otherwise outlined in this policy. Certain teams may require a more professional level of dress in the office based on the specific nature of their practice or work. However, every effort will be made to support workplace casual attire when and where possible, with few exceptions.

“What to Wear philosophy

When considering what attire would be most appropriate for the day, consider these questions:

- What is my schedule today? What is the nature of my work expected to include?
- Will I be interacting directly with external clients or prospects?
- Am I waiting on a response from a client that may result into an impromptu in-person meeting?
- Does the nature of my work today include the possibility of meetings with clients or prospects, particularly on short notice (lunch meetings, clients stopping by, etc.)?

If you answer “yes” to any of the last three questions on this list, wearing workplace casual attire, such as jeans, would not be appropriate that day.

If you wear jeans to work on a day when an unexpected meeting or professional networking event comes up, you must be prepared to change your attire as needed. For example, you could keep relaxed or formal business attire in the office so that you can quickly change attire in order to meet those commitments. If in doubt about what to wear or if you do not have a place to store extra attire when in the office, dress as if you are going to meet with an external client.

- Client/prospect location: When at a client or prospect site, your attire should reflect the dress policy of the client/prospect (likely requiring formal or relaxed business attire).
- Traveling on firm business: Traveling on firm business, including exhibiting at trade shows, participating in conferences and representing the firm in the business community, may also require different decisions about attire. Your attire should match the expectations for the setting and follow the guidelines provided by the meeting or event organizers. While traveling, or en route to your destination, workplace casual attire is generally acceptable unless you believe interaction with external clients/prospects is likely.
- International travel: When traveling internationally as a representative of the firm, it's important for you to research and respect customs and expectations for dress/attire for your destination country, as it may differ from the standards typically observed in your home country.

Attire descriptions

■ *Workplace casual attire:*

If working in a Crowe office and your work does not require or include physical interaction with an external client, workplace casual attire is acceptable as standard form of dress. Workplace casual attire includes clothing such as:

- Jeans (well-fitting, no holes, tears or excessive fading or excessive decorative patterns)
- Khaki style pants
- Collared oxford, polo, golf or rugby style shirts
- Untucked shirts (as long as shirts do not have tails – shirts with tails should be tucked in unless worn under a sweater)
- Business appropriate sweaters
- Leather loafers or lace-up leather shoes, flats, dress boots
- Slip-on canvas shoes (such as Toms) as long as they are in good condition
- Sport coat

EXAMPLES OF WORKPLACE CASUAL ATTIRE



Workplace casual attire does not include clothing such as:

- Athletic shoes (unless your work that day requires you to perform physical activities that require lifting, carrying heavy objects, moving furniture, etc.)
- Flip-flop, slide-type sandals
- Sweatshirts (unless being worn in support of a firm-sponsored event such as University Pride Day)
- Yoga pants
- Leggings
- Baggy, cargo type pants
- Shorts
- Tank tops or crew neck t-shirts worn alone

EXAMPLES OF INAPPROPRIATE WORKPLACE CASUAL ATTIRE



■ *Relaxed business attire:* Relaxed business attire includes clothing such as:

- Dress slacks
- Khaki pants when worn with a sport coat or jacket
- Suit jacket or sport coat
- Long-sleeve shirts with collar
- Blouses
- Sweaters
- Skirts
- Dresses
- Dress shoes and heels

EXAMPLES OF RELAXED BUSINESS ATTIRE



- *Formal business attire:* Formal business attire generally includes clothing such as:
 - Suits
 - Sport coat or jackets
 - Ties
 - Dress pants
 - Skirts
 - Dress shirts and other clothing appropriate for a formal business environment

EXAMPLES OF FORMAL BUSINESS ATTIRE

