BUSINESS CASUAL DRESS CODE POLICY

Your personal image impacts your individual brand and contributes to the overall Insight Global brand. This policy is designed to help us all provide a consistent professional appearance to our clients, vendors, and colleagues. Use this policy to ensure you are presenting yourself in an elevated and refined manner.

Rule of thumb: Use good judgment and consider your environment and level of interaction with leaders, clients, vendors, candidates, and colleagues when getting dressed each day. We trust you know your clients and stakeholders best and have outlined IG's expectations below for the sake of clarity and consistency.

WHAT IS BUSINESS CASUAL AT INSIGHT GLOBAL?

Professional, Polished, Clean, Well-Fitting

- Dress shirts, collared shirts, blouses, sweaters, blazers, cardigans
- Dress pants, appropriately fitting jeans
- Skirts, dresses of appropriate length
- Professional and clean shoes: professional flats, heels, loafers, dress boots, nice sneakers
- Certain Insight Global branded items like button-ups, sweaters, quarter zips, and polos, and the like (when more professional dress is not necessary)
- Appropriate undergarments are required

BUSINESS CASUAL DOES NOT INCLUDE:

- Clothing of any material that is too tight, too short, or too revealing (no crop tops, spaghetti straps, low cut tops, mini-skirts, mini-dresses, or see-through shirts)
- T-shirts (IG branded shirts with a blazer are acceptable), sweatshirts (crew and hoodie), or unstructured or ill-fitting clothing.
- Clothes with large holes/knitting, frays, rips, tears, or holes
- Hats, athleisure wear, work-out pants, or any spandex/legging pants, joggers of any material
- Clothing with graphics, images, or messaging that are offensive, inappropriate, or reasonably perceived as unprofessional
- Casual footwear such as flip-flops, croc clogs, slippers
- Unkept or dirty footwear is not permitted
- Shorts or rompers

PERSONAL CARE:

- Hygiene: Every employee is expected to practice daily hygiene and good grooming habits.
- Hair: Hair should be clean and styled.
- Make-Up: Keep it professional.
- Fragrance: Use your best judgement and err on the side of moderation.
- Facial Jewelry: Insight Global values our employees' ability to bring their whole selves to work. We also value our vendor's and client's dress code policies, thus employees with facial piercings and their leadership should be familiar with our client's policies to ensure compliance. Further, employees should be mindful that on certain occasions they could be asked to remove facial piercings upon client request.
- Tattoos: Offensive tattoos are not permitted and should be covered.

Final Thoughts:

- Clean, well-fitted, and polished is best.
- When getting dressed, ask yourself: Am I prepared for an out of the blue call from a client, leader, vendor, or colleague? Make sure you are prepared for that call!
- If you are unsure about a particular article of clothing, or question whether your outfit is appropriate, err on the side of caution.
- Speak with your manager for day-to-day guidance or clarification!
- Nothing in this policy is intended to discriminate against natural hairstyles or textures or hairstyles associated with a sincerely held religious belief. ***Employees seeking an exception from any of the above standards based on a religious or health-related reason should reach out to HR@insightglobal.com.***
- If there are designated theme days, events or special occasions involving IGC employees there may be exceptions agreed upon in advance. (ex: Halloween, Jersey days, etc.)
- As representatives of this company, employees must adhere to the dress code policy. Employees in violation of the dress code may face corrective actions.