



“Before you call anybody about your Business, Finances, Money, or Taxes...CALL US”

TEAM MEMBER (Dress Code Policy)

The dress code for TCL Financial & Tax Services is professional dress attire. All clothing should be ironed and wrinkle free.

There are no “exceptions to the rule” in regards to the Dress Code Policy. When in doubt, contact an immediate supervisor for clarification.

BLOUSES, SHIRTS, AND TOPS

- No Camisole Blouses, Shirts, or Tops (unless fully covered with a blazer, cardigan, or sweater)
- No Denim Blouses, Shirts, or Tops (Monday through Thursday)
- No Halter Blouses, Shirts, or Tops
- No Jogging Blouses, Shirts, or Tops
- No Revealing Blouses, Shirts, or Tops (stomach and/or undergarments should never be visible)
- No Scrub Blouses, Shirts, or Tops
- No Short Blouses, Shirts, or Tops (stomach and/or undergarments should never be visible)
- No Sleeveless Blouses, Shirts, or Tops (unless fully covered with a blazer, cardigan, or sweater)
- No Strapless Blouses, Shirts, or Tops
- No Sweat Blouses, Shirts, or Tops
- No Tank Tops (unless fully covered with a blazer, cardigan, or sweater)
- No T-Shirts
- No Tube Blouses, Shirts, or Tops
- No Wind Blouses, Shirts, or Tops
- No Yoga Blouses, Shirts, or Tops

BOTTOMS, JEANS, AND PANTS

- No Cargo Bottoms, Jeans, or Pants
- No Denim Bottoms, Jeans, or Pants (Monday through Thursday)
- No Jeggings (Monday through Thursday)
- No Jogging Bottoms, Jeans, or Pants
- No Legging Bottoms, Jeans, or Pants (unless worn with a blouse, dress, shirt, or top to the length of your fingertips)
- No Multi-Colored Jeans
- No Ripped Bottoms, Jeans, or Pants
- No Sagging Bottoms, Jeans, or Pants
- No Scrub Bottoms, Jeans, or Pants
- No Shorts
- No Skorts
- No Stretch Bottoms, Jeans, or Pants (unless worn with a blouse, dress, shirt, or top to the length of your fingertips)

- No Sweat Bottoms, Jeans, or Pants
- No Wind Bottoms, Jeans, or Pants
- No Yoga Bottoms, Jeans, or Pants

DRESSES AND SKIRTS

- No Short Dresses (must be the length of your fingertips when standing)
- No Short Skirts (must be the length of your fingertips when standing)

SANDALS AND SHOES

- No Croc Sandals or Shoes
- No Flat, Open Toe Sandals (must have a heel)
- No Flip Flop Sandals or Shoes
- No Shower Sandals or Shoes
- No Tennis Shoes

OTHER

- No Denim (Monday through Thursday)
- No Distractive Colored Hair
- No Excessive Jewelry
- No Extremely Long Eyelashes
- No Extremely Long Fingernails
- No Extremely Tight Fitting Clothing
- No Headwear
- No Overalls
- No Ungroomed Facial Hair
- No Ungroomed Hair
- No Visible Body Piercings (does not include women wearing earrings)
- No Visible Tattoos

FRIDAY DRESS CODE

- All Items Stated Above Apply
- Denim Can Be Worn
- Jeggings Can Be Worn (must be worn with a blouse, dress, shirt, or top to the length of your fingertips)

SATURDAY DRESS CODE

- All Items Stated Above Apply
- Company Logo Blazer (does not have to be worn)
- Denim Can Be Worn
- Jeggings Can Be Worn (must be worn with a blouse, dress, shirt, or top to the length of your fingertips)

PERSONAL HYGIENE

- Due to the close interaction and proximity to clients and other Team Members, good personal hygiene is required at all times while present at work.

DURING TAX SEASON

- All Items Stated Above Apply
- Company Logo Blazer (must be worn Monday through Friday)
- Name Badge (must be worn at all times)

POST TAX SEASON

- All Items Stated Above Apply
- Company Logo Blazer (only worn on days designated by the company)
- Name Badge (must be worn at all times)