



Logowear Dress Code

Positions required to be in logowear:

- All managers
- All supervisors
- Tellers
- PTM Tellers
- MSR's
- E-branch MSR's
- Business Portfolio Administrator
- All Mortgage Department Staff
- Business Commercial Lender
- Business Services Specialist,
- All Facilities* Staff,
- All HR** Staff,
- All Branch Service Coordinators
- Member Solutions staff physically located in front office locations.

*= Facilities staff are permitted to wear shorts and athletic shoes appropriate to the work they are performing.

**= HR staff will be in logowear when conducting interviews or training staff.

Everyday General Guidelines:

- All employees are expected to convey a positive image of OUCU in their dress and appearance.
- All attire should be modest, clean, well-kept, and pressed.
- Revealing attire or clothing that is too tight or too short is not appropriate.
- Undergarments should not be visible.
- If you are wearing a blazer, jacket, or cardigan, logowear must be worn if you anticipate removing the outerwear throughout the day. If you are not going to remove the logoed outerwear, you can wear a solid gray, white, or navy shirt/sweater that is not part of the logowear collection.
- For shirts worn under crew or v-neck sweaters, a pattern may be worn if in the color palette (navy, gray, white).
- Socks should be dark colors – not white.
- Solid black skirts, dresses, pants, capris, as well as dark denim jeans (in good

condition with no rips, tears, or excessive fading) are appropriate while in logowear. **Leggings, Jeggings, Yoga pants, and Athletic wear are NOT permitted.**

- Footwear should be clean, professional, and appropriate for work.

New Hires:

New hires will be required to be in the color palette until which time they receive logowear. New hires are expected to be in logowear by their 60th day of employment. The acceptable color palette for tops include the following choices: navy blue, gray, or white.

Maternity Wear:

Due to lack of maternity wear options in logowear, women will be permitted to wear items of clothing that are not embroidered with the logo so long as they are in solid colors within the color palette (navy, gray, white). Black skirts and pants are still required.

Employees Not in Logowear:

Employees not in logowear should dress in a manner that reflects the importance of our business and the pride we take in our work. Clothing should be modest, clean, well kept and unwrinkled. Loungewear is not appropriate. This means **NO** pajama bottoms, leggings (unless worn under a skirt/dress), jeggings, yoga pants, sweatpants or athletic wear. Tank tops or spaghetti-strap tops are not appropriate unless covered by a shirt or sweater.

If an employee reports to work and is dressed inappropriately, they will be sent home to change. Employees will be required to use vacation or personal time for this absence.

Note:

Only exceptions to logowear is when a special event is identified (i.e. OU Spirit Day, Cancer Awareness, Habitat, etc) or as approved by Sr. Management.