

BUSINESS CASUAL DRESS GUIDELINES

Georgia-Pacific strives to maintain a positive and professional work environment that creates a favorable impression for our employees, customers, and community. As part of this effort, GP requires all employees to maintain a neat, professional appearance that is appropriate for the work being performed and the business setting. Business casual dress guidelines describe the expectations for attire in the Atlanta corporate headquarters office from Monday through Friday. Although it is impossible to define all forms of dress that are appropriate or inappropriate, GP expects employees to use good judgement. Please [click here](#) for examples. From time to time, management may make exceptions to the dress guidelines for special occasions.

Business casual dress applies to all employees, no matter their classification (Full-Time, Part-Time, Interns or Co-op). Employees should direct any questions regarding the dress guidelines to their supervisor or respective Human Resources partner.

JEANS DAY, TRAVEL AND CLIENT INTERACTION

To recognize that employees may prefer to wear more casual attire, employees may wear jeans one day a week, with the day chosen by the employee depending on their work responsibilities for that day. For example, if you have conference calls most of your day and minimal interaction with internal and/or external customers, you may choose to wear jeans. Jeans should be appropriate, clean, free of holes, frays and patches. Additionally, they should not be too baggy, tight, or low rise. The rest of the outfit must be consistent with our business casual guidelines, so athletic shoes, casual sandals, t-shirts, etc., may not be worn.

Traveling to see customers, exhibiting or attending trade shows or events, visiting plant or mill locations, and representing the company in the business community may require a different decision about attire. Before traveling to an event, meeting, or new location, verify the accepted dress guidelines and match your attire to the setting. This is especially important when traveling to a manufacturing location that may have different safety dress requirements.

PERSONAL HYGIENE AND GROOMING

Perfume, cologne and aftershave should be used in moderation, recognizing that some employees may have allergies or reactions to strong smells. Hair, including facial hair, should be clean and neat looking. Tattoos or body art, if shown, should not contain offensive images or language.

RELIGIOUS AND CULTURAL DRESS

Georgia-Pacific recognizes the importance of individually held religious and/or cultural beliefs to individuals within our workforce and expects all employees to be respectful of others. In view of this, every effort will be made to reasonably accommodate employees with a religious and/or cultural belief that may be in conflict with the dress guidelines outlined.

Employees requesting a workplace attire accommodation based on religion, disability or any other protected class should contact their supervisor or respective Human Resources partner to discuss such situations.