



## DRESS CODE

In the interest of maintaining a professional image to our customers and employees, KEYENCE employees must observe good habits of cleanliness and personal hygiene. In addition, employees must dress in a manner that is consistent with their responsibilities.

### Sales Employees

**1. During classroom training at KCDI (IL)**

Men & Women: Monday- Thursday *Business Professional*  
(tie required for men)

**2. During joint sales calls or when officially assigned to your sales office:**

**Men** Monday- Friday *Business casual (no tie required)*

This is a general guideline. However, some product lines have independent guidelines based on the differences of the nature of sales call. **(For example, IM product line wears ties to all sales calls, LMT wear ties depending on the customer visited).**

***Therefore, please ask your Trainer (TMG) or your manager (APSM) for clarification of the requirements for your assigned product line.***

**Women** Monday- Friday *Business casual*

Women in sales positions should take extra precaution when wearing shoes with a heel to customer facilities. Many manufacturing sites do not allow heels of any height and require a flat, hard soled bottom.

\*Business professional attire will be required of all sales employees when visiting any corporate office in IL or NJ.

### Corporate Employees

Men & Women

Monday- Thursday *Business Professional*  
Friday- *Business Casual*

Professional dress will be required on Fridays if meetings with vendors or interviews. Fridays/Days Immediately Preceding a Holiday will be recognized as Business Casual.

Some examples of appropriate/ inappropriate attire (Monday-Friday) are listed below. If the customers require you to wear safety gear or require you to remove ties, scarves or jewelry when at their site, you should follow their instructions. Even if not required, you should use your judgment and remove any item that may put you at risk of any injury. Employees who are inappropriately dressed

will be sent home and directed to return to work in proper attire. Such employees will not be compensated from such time away from work.

Men

Clothing Style	Acceptable	Unacceptable
Tops - Sleeves	Any sleeve length except sleeveless.	Sleeveless tops of any kind.
Tops - Styles	<p>Button-down, collared shirts.</p> <p>Pull-over and button-down sweaters in good condition may be worn over button-down, collared shirts.</p> <p>Conservative colors.</p> <p>Polo shirts (small logos)</p> <p>*All shirts must be tucked in</p>	<p>Gym or yoga tops or faded, old or t-shirts.</p> <p>Oversized baggy sweaters, denim shirts, flannel or pajama style tops.</p> <p>See through dress shirts worn without white undershirts</p> <p>Tight, clingy, over-sized, or excessively baggy-fitting tops.</p> <p>Wrinkled, shrunk, faded, stained, or worn-out tops.</p> <p>Clothing with advertisements, or sayings</p> <p>Hawaiian type (multi colored), very loose fitting</p>
Jackets	<p>Suit-like jacket styles.</p> <p>Casual sport jacket styles in conservative colors and classic styles.</p>	Sweatshirts or "hoodies." Denim, team, ski or gym jackets.
Pant - Styles	<p>Classic tailored slacks, pants, or trousers.</p> <p>Pants made of firmer fabric to maintain a professional appearance (i.e. wool and cotton). Corduroy if not faded or worn looking. Linen if pressed and not wrinkled.</p> <p>Pants in good condition, wrinkle-free and fit well.</p>	<p>Blue Jeans</p> <p>Leather pants, cargo pants, shorts of any length, cut-offs, overalls, yoga, aerobic or sweat pants.</p> <p>Trendy pants of extreme styles including extra wide or extremely tight, narrow pant legs.</p> <p>Baggy pants worn below the hips or that expose underwear. Shrunk or tight pants of any kind.</p>
Footwear - Shoes	Business professional shoes in good, clean condition including: boots, loafers, and other leather shoes.	<p>Open toe shoes (including sandals), slippers, or bare feet.</p> <p>Flip-flops of any kind including thong-style flip flops, beachwear flip flops, yoga flip flops etc.</p> <p>Sneakers.</p>

Women

Clothing Style	Acceptable	Unacceptable
Tops - Sleeves	Any sleeve length except sleeveless*  *Dressy shells, tanks, or tops may be worn only if under a jacket or sweater	Sleeveless tops of any kind including tube-tops, tank tops, spaghetti-strap, halter tops and athletic tops. Bare shoulders or back are not permitted at any time.
Tops - Styles	Button-down and turtlenecks.  Tops without collars should be tailored and made of quality, firmer fabrics that hold their shape, and be in good condition.  Pull-over and button-down sweaters in good condition.	Gym or yoga tops or faded, old or t-shirts.  Lacy camisole, sequined tops, or tops made of see-through revealing fabrics.  Oversized baggy sweaters, denim shirts, flannel or pajama style tops.
	Modest tops; should be at least 2" above cleavage.	Tops that reveal the abdomen when standing, lifting or bending over.  Tops that expose the cleavage, bra, back, shoulder, chest, lower back or under garments is not allowed. Tops with buttons or snaps must stay closed and lay flat and not expose the abdomen, chest or bra from side or front.
	Tops that fit appropriately and look professional.  Polo shirts (small logos)	Tight, clingy, over-sized, or excessively baggy-fitting tops.  Wrinkled, shrunk, faded, stained, or worn-out tops.  Clothing with advertisements, sayings, or logos.
Jackets	Suit-like jacket styles.  Casual sport jacket styles in conservative colors and classic styles.	Sweatshirts or "hoodies." Denim, team, ski or gym jackets.  Fleece jackets or vests.
Dresses	Dresses that appear professional and tailored (i.e. coat-dress, shirt dress with color, etc.)  Dresses with modest necklines and hemlines (may not be higher than 2" above the knee when sitting).	Sundresses, tank dresses, flannel dresses, sheer or revealing evening dresses, denim dresses, back-less or strapless dresses of any kind.  Any dress that stops at mid-thigh or with high immodest slits.
Skirts	Dressy skirts in moderate colors, patterns and styles.  Skirts with modest hemlines (may not be higher than 2" above the knee	Blue denim, leather, flannel or, costume style skirts.  Miniskirts, skorts, skirts above approved knee length.

	when sitting).	See-through skirts worn without lining or a slip.
Pants - Styles	<p>Classic tailored slacks, pants, or trousers.</p> <p>Pants made of firmer fabric to maintain a professional appearance (i.e. wool, and cotton). Corduroy if not faded or worn looking. Linen if pressed and not wrinkled.</p> <p>Pants in good condition, wrinkle-free and fit well.</p>	<p>Blue jeans.</p> <p>Leather pants, cargo pants, shorts of any length, cut-offs, overalls, yoga, aerobic or sweat pants.</p> <p>Trendy pants of extreme styles including extra wide or extremely tight, narrow pant legs.</p> <p>Baggy pants worn below the hips or that expose underwear. Shrunken or tight pants of any kind.</p>
Footwear - Shoes	<p>Business professional shoes in good, clean condition including: pumps, flats, espadrilles, boots, loafers, and other leather shoes.</p> <p>Closed-toe dress shoes with moderate heel height (3" or less).</p> <p>Dressy peep-toe shoes.</p>	<p>Open toe shoes (including sandals), slippers, or bare feet.</p> <p>Flip-flops of any kind including thong-style flip flops, beachwear flip flops, yoga flip flops etc.</p> <p>Sneakers.</p>
Footwear - Leg Covering	<p>Stockings and hosiery in neutral conservative colors and styles.</p> <p>Solid colored leggings in neutral or conservative colors.</p>	<p>Leggings worn as pants.</p> <p>Leggings or stockings in bright colors or bold, busy, or print.</p> <p>Fishnet stockings.</p>

All Employees

Other	Acceptable	Unacceptable
Jewelry	<p>Jewelry including necklace, rings and earrings that are conservative in style, size, and color.</p> <p>Limit two earrings per ear lobe.</p>	<p>"Clangy" or distracting jewelry of any kind (including loud bracelets or bangles).</p> <p>Large, chunky, bright neon plastic rings or gaudy metal rings.</p> <p>Bold, bright, or excessive costume style earrings. Large chandelier or hoop earrings greater than 1.5 inches in length.</p> <p>Exposed eyebrow, tongue, cheek, lip, nose, chest, or back piercing.</p>
Tattoos	Clothing styles must cover all visible tattoos.	Visible tattoos on the body such as chest, neck, arm, abdomen, back and ankle tattoos.

Personal Hygiene Guidelines

Grooming	Acceptable	Unacceptable
Body Odor	Must practice personal hygiene and be free of offensive odor.	Strong perfume or cologne that might interfere with those that are ill or allergic.
Hair (Head)	Neat, clean, and dry.  Hair colors of natural tones.	Extreme trends such as dreadlocks, Mohawks, and long spiked hair.  Non-natural colors such as pink, blue, etc.
Hair (Face)	Facial hair including mustache and beard must be short, neatly trimmed, and maintained.	Excessive styles.
Head (Gear)	No hats or head coverings (except for religious and/or medical purposes).	