

# Dress Code

An employer's image is often created through its employee's attitude and fresh, pressed appearance. For this reason, employers are very particular with respect to employee's attire and grooming. As a result, Northwest Renewable Energy Institute has adopted a dress code which will assure you of being in line with even the most conservative of employers in the industry.

Students are required to have all designated PPE items and NW-REI shirts no later than the end of the second week. If received prior, they shall be worn. Student ID badges are to be worn every day.

## **ACCESSORIES AND GROOMING**

When working with equipment, other accessories such as watches, rings, bracelets, chains, necklaces, etc., shall be removed in some cases even left at home. Gauges, loops, or plugs must be removed from ears. Flesh colored plugs are acceptable.

**Male:** Hair must be clean, cut, styled, neatly combed; long hair that presents a potential hazard must be tied back. All facial hair must be properly trimmed for neat appearance. Shaving is required daily. Fingernails need to be trimmed to a length no longer than the end of the fingertip and worn without polish. Muttonchops are not allowed. Clothing must be wrinkle free.

**Female:** Hair must be clean, cut, styled, neatly combed; long hair that presents a potential hazard must be tied back. Wear only moderate makeup. Nails should be conservative length. Only clear polish can be worn.

## **PANTS and BELTS**

All students are required to wear blue jeans or blue cotton work pants. Pants may have pockets on the legs. All pants must be worn at waist; baggy pants are not allowed. Pants should be free of holes in pockets and legs as well as worn spots at bottom of legs by heel. Belts are recommended and must be worn when needed. Belts must be a solid color; decorative belts/buckles pose a safety hazard and are not authorized. All belts must have a "standard size" belt buckle.

## **SHIRTS and JACKETS**

Students are to purchase long or short sleeved NW-REI button-down shirts via our website [www.nw-rei.com](http://www.nw-rei.com). Two shirts are required; however we recommend three to five of them. For safety reasons, and to establish professional appearance, shirts must be tucked in at all times. The collar button can be unbuttoned, although the rest must be closed. All shirts must be wrinkle-free. Undershirts are to be one neutral color, with no visible writing. A tan NW-REI T-shirt is allowed to be worn while in the yard.

Outerwear is allowed when entering the building and going to class when exiting class and leaving the building. Outerwear in the classroom is subject to instructor approval, an NW-REI sweatshirt is preferred. Outerwear must be conservative and professional. During foul weather conditions, rain gear is recommended.

## **HATS**

Hats may not be worn in the classrooms. When outside the classroom, an official NW-REI hat may be worn. Hats shall be worn properly with the brim directly in the center of the wearers head facing forward.

## **BOOTS**

Students must wear leather safety-toe boots with socks at all times. The boots must cover the ankle (4-6" rise preferred) and have a heel of .5" or larger for climbing. Tennis shoe style boots are not recommended. The safety toe boots must be ASTM/ANSI rated. Although it is preferred that boots are obtained prior to the first day of class, students are required to wear safety-toe boots by the end of the week two.

## **BOOK BAG**

Students will need to have a book/supply carrier. The bag should be preferably a solid color. Bags should be professional looking.

## **INTERVIEW ATTIRE**

A two piece suit or dress shirt and slacks are recommended when interviewing. Wearing a tie is encouraged. For women, a knee-length skirt or pant suit is recommended. All clothing should be conservative in style and color.

