


# Memorandum



**Date:** September 1, 2017

**To:** Distribution

**From:** Yvonne Hill-Donald, Acting Vice President- Human Resources 

**Re:** Business Casual Attire

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I am happy to announce that Metro-North Railroad (MNR) is adopting a year-round Business Casual Dress Code, with some exceptions, for all management employees, effective immediately.

Historically, we have returned to Business Professional dress attire after the Labor Day holiday. This year, an inter-departmental committee was formed to review appearance standards as part of our Strategic Plan initiatives. After several months of deliberation, the Committee recommended a "dress for the day" standard to allow employees to work more comfortably and productively. Additionally, the leadership at MNR recognized the growing popularity of Business Casual attire and the positive effects of this shift to boost employees' morale and create a more comfortable work environment. As such, Business Casual dress is now an acceptable alternative year round.

However, under certain circumstances, Business Professional attire is still required including, but not limited to, while performing job interviews, meeting with external business partners, attending external/public facing meetings, during legal proceedings, and at other times when traditional professional attire is expected or at the discretion of the department.

It is important that each employee consider the day's activities when determining what to wear. Managers and supervisors are responsible for enforcing appropriate dress standards in their areas. This includes counseling employees whose appearance is inappropriate, requesting assistance from Human Resources, if needed.

The following is an overview of acceptable Business Professional, Business Casual, Casual and Field dress as well as some of the more common items that are not appropriate for our work environment. Obviously, this list is not intended to be all-inclusive. Rather, these items should help set the general parameters for proper business wear and allow you to make an informed judgment about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first. Also, it is generally better to be overdressed than underdressed.