

# **March 23, 2020**

## **Marion Stamopoulos**

### **Vice President and CHRO**

Dear Employees,

I am pleased to let you know that Joe Chirichella has moved the organization to **Business Casual Dress Code** throughout the duration of this challenging time. Please continue to comply with guidelines set forth in the Personal Appearance Policy HR-F-2 including:

- No flip flops
- No shorts
- No t-shirts
- No blue denim
- No sneakers  
(unless specifically permitted by departments as non-slip footwear)

Please share with your staff as appropriate.