



**650 CHURCH STREET
SUITE 221
PLYMOUTH, MI 48170**

LDA Dress and Clothing Policies

DOFI (Director of First Impressions) Approved

Dress Policy

LDA Apparel

All LDA employees must wear approved LDA attire on the outside layer, or with the company logo clearly visible anytime they are representing LDA.

LDA polos with 4 buttons must have at least 2 buttons buttoned at all times. LDA polos with 3 buttons must have at least 1 button buttoned at all times.

Pants/Bottoms

Dress pants, nice jeans, and shorts are acceptable. Jeans and shorts must be without rips, and shorts must have an inseam of 5-7 inches or longer.

Skirts are also acceptable and must be just above the knee or longer.

Leggings, sweatpants, joggers, or workout gear of any kind are not allowed.

Shoes

Shoes that hold your heel are required. No slippers, Crocs, or anything a student cannot wear while on a drive.

Hats

Any hats are acceptable. LDA hats are preferred but not required.

Parent Day (Instructor Only)

Parent days are the first in-person impression for all students and parents, and it is of the utmost importance that the instructor is appropriately dressed and well groomed.

It is required that any instructor teaching a parent day must be wearing embroidered business professional attire. If the instructor does not have business professional attire they can wear, the company will reimburse the instructor for an approved dress shirt/blouse of their choosing. The shirt must be approved and embroidered by the Director of First Impressions as well as follow the LDA dress code. Dress shoes are also required.

Shorts or jeans and regular LDA attire (i.e. Hoodies/Sweatshirts/Polos) are not permitted in any fashion, however, dress pants and skirts that fit the LDA dress code are permitted

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Different Uniform Shirts (See New Clothing Policy)

All shirts brought from home or purchased by the LDA employee must be the listed LDA colors and approved by the DOFI to be embroidered.

(Acceptable colors: navy blue, maroon, grey, and white)

Any shirts that are not LDA polos or hoodies/sweatshirts must have sleeves. Sleeveless shirts are not allowed.

Any shirts that are low cut or showing any chest are not allowed. Crop tops, cutouts, or any midriff showing is also not allowed.

(Note: We will collect any shirts that staff members would like to have embroidered. We will wait until we have a minimum of 10 shirts or more before getting them embroidered.)

Personal Appearance and Hygiene

All employees are expected to maintain good personal hygiene and a professional appearance. This includes, but is not limited to:

- Wearing deodorant and practicing regular bathing or showering
- Keeping hair clean, groomed, and styled appropriately for the workplace
- Maintaining oral hygiene, including fresh breath
- Wearing clean clothes that are free of strong odors
- Avoiding excessive use of strong perfumes, colognes, or scented products that may affect others

We encourage employees to address personal hygiene in a way that is respectful of colleagues and customers in the workplace.

Clothing Policies

New Clothing

All new hires will be given up to 5 LDA Polos and 3 LDA Hoodies/Sweatshirts in various colors at the time of hire. All employees are allowed up to 3 new polo shirts and 1 new hoodie/sweatshirt throughout each year. LDA employees are allowed to purchase at their own expense different uniform shirts, but they must be approved and then embroidered with the LDA logo by the Director of First Impressions. See LDA Dress Policy for all uniform requirements. For any questions or concerns please see the Director of First Impressions.

Used Clothing

All official LDA merch (i.e. hoodies/sweatshirts, polos, hats, and jackets) must be returned to the DOFI upon leaving the company.

All used LDA merch will be available to employees if they require additional clothing throughout the year.

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