**Terrapin Insurance Corp.**

To: TIC employees

From: Tristan Motz, Human Resources Representative

Date: 3/18/19

Subject: Casual Fridays Changes

Comfort in the workplace is something that we all value at Terrapin Insurance Corp. It is our hope to create an environment that is professional and productive without limiting employees’ expression or happiness in the workplace.

Casual Fridays are an event that we all enjoy, and management knows that we would all like to keep it throughout the year. Over the past two months, I have noticed that casual Fridays have become a distraction to some and a detriment to the company. Coworkers have arrived at work in inappropriate attire, others have expressed feelings of alienation due to clothing choices, and customers have complained about the lack of professionalism.

As a company, it is our job to prioritize the customers, but we are also concerned for the coworkers who have felt cast out due to the atmosphere of casual Fridays. For these reasons, this will no longer be a part of our week. Employees will be expected to appear on Friday mornings in their usual professional dress.

That being said, we will continue allowing casual attire in the office on national holidays as well as on days where an office party is scheduled. Thank you for your time, and I look forward to moving on in our inclusive and professional business environment.

Cheers!

Tristan

CC: James Jameson, TIC CEO