

Memo

To: All employees at the cosmos Street branch

From: Adrienne Moody

cc: President, Vice president, HR...

Date: March 1, 2023

Re: Casual Fridays

Hello, I hope the past weekend treated you all well. I am pleased to announce that last month's profit is the highest it's been in 14 months. I have noticed a great improvement in everyone's communication online and in person over these past months. This is fantastic work all across the board!

While I am delighted with everyone's work ethic and improvements, I have gotten word from my higher-ups that we have received too many complaints about our appearances on casual Fridays and that we no longer can have them. They feel that casual Fridays have begun to implement themselves into the rest of the week and we are no longer presenting ourselves in the best manner. While I don't feel that what we wear affects the level of quality work we produce I do understand needing to look professional in front of everyone.

I have also noticed that the office is becoming far too casual. We have seen some people come into the office in Pajamas and that is not acceptable for our hospitality. For the past week, the regional office and I have been negotiating a compromise so they won't be disappearing entirely.

After a lengthy conversation, we agreed that casual Fridays can occur again but we will be doing them every other week instead. This will begin at the start of next month and an email will be

sent out with will detailed guidelines for the dress code. We will give examples of our expectations for the weekly dress code and our casual Friday guidelines.

Please look out for an email within the next few weeks containing detailed dress code guidelines so we can keep our sacred casual Fridays. Again thank you all for your hard work over the last few months and we have been making great progress.

Keep up the great work team!