

# A Tale of Casual Fridays

## **Week 1 - Memo No. 1**

Effective this week, the company is adopting Fridays as Casual Day. Employees are free to dress in the casual attire of their choice.

## **Week 3 - Memo No. 2**

Spandex and leather micro-miniskirts are not appropriate attire for Casual Day. Neither are string ties, rodeo belt buckles or moccasins.

## **Week 6 - Memo No. 3**

Casual Day refers to dress only, not attitude. When planning Friday's wardrobe, remember image is a key to our success.

## **Week 8 - Memo No. 4**

A seminar on how to dress for Casual Day will be held at 4 p.m. Friday in the cafeteria. A fashion show will follow. Attendance is mandatory.

## **Week 9 - Memo No. 5**

As an outgrowth of Friday's seminar, a 14-member Casual Day Task Force has been appointed to prepare guidelines for proper casual-day dress.

## **Week 14 - Memo No. 6**

The Casual Day Task Force has now completed a 30-page manual entitled "Relaxing Dress Without Relaxing Company Standards." A copy has been distributed to every employee. Please review the chapter "You Are What You Wear" and consult the "home casual" versus "business casual" checklist before leaving for work each Friday. If you have doubts about the appropriateness of an item of clothing, contact your CDTF representative before 7 a.m. on Friday.

## **Week 18 - Memo No. 7**

Our Employee Assistant Plan (EAP) has now been expanded to provide support for psychological counseling for employees who may be having difficulty adjusting to Casual Day.

## **Week 20 - Memo No. 8**

Due to budget cuts in the HR Department we are no longer able to effectively support or manage Casual Day. **Casual Day will be discontinued, effective immediately.**