

Essex Apparel Dress for Your Day

Professional style with a personal twist





West Coast Chic



Hip and Casual



Express Your Style

Neat and Professional



Classic
and
Comfortable



Dress
For Your
Day



Fashion
That Fits Your
Work Day



Wear This, Not That.



Medium to Dark Classic Jeans



Not Ripped/Frayed Denim



Classic Plain Top



Not Graphic T-Shirts



Casually Elegant



Not Beach-Style



Definitely Not!

These items are not acceptable as office attire



Essex Property Trust On-Site Administrative Associate Dress Guidelines

We are pleased to unveil our reimagined community office associate apparel guidelines. Our new guidelines are designed to embody a “West Coast chic” aesthetic. The goal of our new guidelines is for our team members to appear approachable and relatable while being comfortable in the apparel they choose to wear to work.

How It Works:

Dress to impress comfortably in classic-modern styles with your own choices of shirt, pants, skirt, or dress.

- **Waist Up:**
 - Your choice of stylish and professional color and pattern of shirt or dress. Shirts must have a modest cut, fit, and style; nothing too revealing.
 - Dresses should be professional or business casual cut, not beachwear.
 - No neon colors, animal prints, large logos, or t-shirts, including graphic t-shirts.
 - Overly ornate shirts and sweaters are not allowed. Please see examples of what not to wear.
 - Essex name tags are required to be worn during work hours.
- **Waist Down:**
 - Skirts must be business cut; no miniskirts.
 - Your choice for pant material; this includes jeans, khakis, and dress pants.
 - Jeans are limited to solid medium-to-dark colors; faded jeans of any color are not acceptable.
 - All pants must be clean and in good condition with no worn patterns, frayed edges, or holes.
 - All pants, including jeans, must have a clean, professional fit (not baggy, skintight, or faded in color).
 - No leggings or jeggings (jeans that are leggings).
 - No shorts or yoga, work-out, sweat suit, or athleisure gear.
 - No neon colors or animal prints.
 - Belts must be plain with simple conservative buckles. Belts are not to be larger than 2 ½” in width.
 - Hosiery is optional. If worn, hosiery should be sheer nylons or solid black tights. Leggings are not an acceptable form of hosiery.
- **Shoes:**
 - Flats, loafers, boots (no higher than knee), dress shoes, open- or closed-toe heels no higher than 3 inches.
 - All shoes must be clean and in good condition.

- Sneakers: Please refer to the guide for appropriate styles. Approved sneaker colors are white, gray, and black. Leather sneakers are preferred for a more professional look.
- No slippers, Uggs (or similar styles), flip flops, sandals, Crocs, or clogs.
- No neon colors.

Additional Essex Style Tips

To look your best, all associates must maintain a professional appearance by wearing clean, pressed, and appropriate clothing during work hours, which include training, meetings, and conferences. Appropriate fit of clothing is important; nothing too tight or baggy. The above is the minimum, but you are encouraged to dress to impress for your future and current residents.

Keep your daily appointments in mind. If your day calls for a more formal appointment, like an investor tour, dress in elevated business style.

Hygiene: Associates must maintain a high level of personal hygiene, including cleanliness and odor control. Fragrance must be used moderately.

Hair: Accessories and styles must appear neat, clean, and professional. Extreme, abstract, or distracting styles or colors are not permitted.

Fingernails: Must be clean and in modest length. No neon colors. Keep designs professional.

Makeup: Must be appropriate and for day wear only.

Earrings & Gauges: No large hoop (over 2") or overly ornate earrings. Ear gauge piercings are acceptable, and plugs should be a solid neutral color preferably black. Nose piercings are acceptable but are limited to 1 (one) stud no larger than 2mm. Nose hoops and rings are not acceptable. Visible body piercings other than those specified previously are unacceptable.

Tattoos: Visible tattoos must not be on the face and must not contain profanity or be gang affiliated, offensive, or sexually suggestive, or they must be covered.

Facial Hair: Beards, goatees, and mustaches are acceptable and must be well-groomed.

Any associate that does not meet the standards of the outlined policy may be instructed to return home to change. Failure to comply with this policy may also result in corrective action. The company will reasonably accommodate an associate's religious beliefs, medical condition, or disability by making exceptions to this policy. Associates who need such accommodation should contact their team leader, supervisor, or Human Resources.

We are here to help you with your style questions! Contact us at E-Apparel@essex.com.