



Xtreme Team at U.S. Department of State Locations

Professionalism Policy

(clarification 2/26/25)

Purpose: This memo is meant to clarify our professionalism policy that is included in our employee handbook. While additional details were added to aid in understanding, of particular importance is the added language directed at managing personal hygiene and strong/lingering odors.

Employees are expected to always conduct themselves professionally, demonstrating respect for colleagues, clients, and business partners. Professionalism includes adhering to the highest standards of personal, ethical, and business integrity while upholding company policies and procedures.

Professional workplace conduct includes, but is not limited to:

- Appropriate behavior and communication in all work interactions.
- Punctuality and timeliness, including meeting deadlines, honoring commitments and maintaining acceptable attendance in accordance with the company's attendance policy.
- Accountability for work performance and responsibilities.
- Providing accurate and honest information in all professional matters.
- Proper use of company time, property, and resources, avoiding misuse or waste.
- Adherence to the company dress code, including wearing appropriate business professional attire as defined in the company's dress code policy.
- Maintaining personal hygiene and ensuring that strong or lingering odors (e.g., from personal hygiene, smoke, perfume, cleaning supplies used to sanitize a work area, or food) are minimized to prevent disruption to the workplace. Any concerns regarding hygiene or odors will be addressed professionally and discreetly.

Employees are expected to uphold these standards to maintain a professional, respectful, and productive work environment. Failure to adhere to these professionalism standards may result in corrective action, in accordance with company disciplinary policies and procedures.

If you have any questions or concerns, please e-mail XtremeTeam@appleone.com

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