

Leftbound Report Format

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Standards of Attire and Professional Image

A major goal of the Board of Directors of Ultron and Ultron Associates is to enhance the professional image of Ultron and Ultron Associates. The Board believes that every Ultron employee's professional image including dress contributes to employees' perceptions of the agency, their commitment, the appearance of all Ultronians and publications, and the manner in which employees conduct themselves with Ultron. The Board requested that management begin the process by making recommendations to establish a code of dress for employees. Currently, many employees wear extremely casual attire. Ultron Assoc., has been requested about the possibility of casual attire creating an unprofessional image for the agency.

Establishment of Dress Code

The purpose of this report is to thoroughly select responses and to determine the views of Ultron and employees about appropriate attire for employees. The data will be used to recommend an appropriate dress code for employees of Ultron and Ultron Associates.

Source of Data on Appropriate Attire

Three data sources provided the information used to make judgments about appropriate attire for employees of Ultron and Ultron Associates. These sources included the following:

- Questionnaire from 100 Ultronian employees
- Ultron interviews
- Ultronian web employees

Data Analyzed by Source

Data from all three sources was analyzed. The approach for analyzing the data from the three sources is detailed in the following section.

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Yi-Tong Ma



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