

DATE: June 27, 2001

TO: All CBOE Members, Employees,  
And Trading Floor Personnel

FROM: Ray Dempsey, Floor Officials Committee  
Deborah Woods, Human Resources

RE: Professional Business Environment

CBOE has an obligation to maintain a professional business environment and to project an appropriate image to the investment community in its daily operations. The personal attire of each member and employee should be neat, clean, and professional at all times.

The following clothing is generally considered appropriate business casual dress:

- Dress or casual slacks (i.e. khaki's, dockers, corduroy fabric, denim fabric in colors other than blue)
- Traditional collared shirts, polo shirts, golf shirts (shirts may be long or short sleeved). **All shirts must be neat and clean and must be tucked in. Shirts must be buttoned at least to the second button from the top button and all shirts must have collars.**
- Dress shoes, casual shoes, dress sandals, loafers, athletic shoes and boots are acceptable. All shoes must be neat and clean. Pant legs may not be tucked into boots.
- Traditional business attire is always acceptable.
- Trading jackets or blazers must be worn at all times on the trading floor. Identification badges must be properly displayed at chest level.
- Clothing and/or accessories which draws excessive attention are inappropriate (i.e. tank tops, halter tops, spaghetti strap tops, shorts, miniskirts, etc.)

Office staff conducting business on the trading floor must adhere to the trading floor dress guidelines. Employees who have appointments or meetings with customers, suppliers, or other external business visitors are expected to dress in an appropriate manner.

Also, to foster a professional and competent trading environment, please keep in mind that food and drinks **are not** permitted on the trading floor.

Failure to dress in a manner which is consistent with CBOE's business casual dress requirements or failure to comply with food policies for the trading floor may result in fines for members or their employees and progressive disciplinary action for CBOE employees. Increased enforcement activities by CBOE security personnel were recently instituted on the trading floor to insure that compliance with these rules. CBOE employees should direct any questions to your immediate Supervisor or Human Resources. Members and their employees can direct any questions to any floor official or security personnel. For a complete listing of the Exchange's dress code, please refer to the Employee Handbook or Regulatory Circular RG01-93.