Sample Dress Code

Purpose of Policy
These dress code standards assure the safety of employees. Our employees are an important part of our public image, and it is our policy that all employees observe high standards of personal appearance at all times. While we respect the fact that our workforce is driven by personal values and cultures, we expect a consistency in appearance that reflects the values and culture of our organization. Proper dress, adornment and overall appearance support a positive and professional atmosphere and facilitate the services we provide.

Procedure
All employees must follow this dress code policy. Personnel not in compliance with this policy may be asked to go home on their own time and return to work in appropriate attire. In the event of an emergency call-in, the dress code standards may be waived. Reasonable accommodation will be made in regards to religious, cultural or disability situations and will be reviewed on an individual basis for compliance with this policy.

More professional/formal levels of dress may be required depending upon the work activities being performed. The guidelines below are minimum standards for the organization.

1. Personal Cleanliness
   a. Personal cleanliness, including proper oral hygiene and absence of controllable body odors, are a standard.
   b. Perfumes and fragrances should be kept at a minimum.

2. Clothing
   a. General
      i. Clothing should be neat, clean, and not display any slogans or images which may be offensive.
      ii. Political slogans, advertisements for alcohol, drugs or cigarettes, gang symbols/insignias and suggestive drawings/images are prohibited.
      iii. Excessively worn, frayed, torn, tight, provocative or revealing attire is not permitted.
      iv. Clothing which is excessively baggy that can be grabbed or catch on objects must be avoided.
   b. Tops/Shirts:
      i. Clothing should cover the back and abdomen during required movements of the individual’s job.
      ii. No tube tops, or other tops that could be easily dislodged during work activities.
   c. Pants/Skirts/Shorts
      i. Short, skirt and dress hemlines more than three inches above the knee are not acceptable.
      ii. Leggings and spandex should not be worn as pants, unless shorts or a top is worn which covers to within 3" of the knee.
   d. Undergarments/Outerwear – Undergarments should not be visible above or below.
   e. Footwear
      i. Shoes must be clean and in good repair.
ii. Employees should seek out sturdy shoes with good tread that provide slip resistance – molded/plastic clog style shoes are not permitted.

iii. No open-toed shoes, flip flops, thong sandals or slippers can be worn.

iv. Shoes must have low heels that provide good ankle support. Heels must be less than 2" in height and at least 1" or wider at the tread surface.

v. Platform shoes (soles more than 1" thick) are not permitted.

vi. Shoes must have a closed or strapped back to prevent the shoe from slipping off.

vii. This policy does not supersede requirements for protective toe safety footwear when applicable.

f. Jewelry/Belts

i. Jewelry should be appropriate for the work site and worn in a limited fashion when working directly with individuals.

ii. Jewelry and belts which are of excessive length or easily grabbed by the individuals served are not permitted.

3. Hair – When working with individuals who are inclined to pull hair, employees should attempt to keep their hair pulled back.

Discipline

Your supervisor will answer any questions with respect to this policy and is responsible for enforcing the policy. Employees may be disciplined up to and including discharge for not wearing appropriate attire pursuant to this policy.