

H.R. Policy - Section 6010

Appearance and Grooming

This policy supersedes any previous versions of the Proper Attire Policy and Appearance and Grooming Policy.

Publication Date: 10/19/06

Page: HR6010-1

Board Approval Date: **June 26, 2017**

Revision Date: 05/22/2017

Revision Level: #2

General Policy Statement:

The Appearance and Grooming Policy provides parameters for an atmosphere that is professional as well as colleague friendly. Your appearance is an important factor in the impression made on members, co-workers, vendors, and the public. [COMPANY] follows a professional business casual dress work environment. Colleagues are expected to exercise good judgement, common sense and to provide a neat and acceptable appearance at all times during working hours, including Saturdays.

This is a general overview of appropriate professional attire. Items not appropriate may also be listed. Neither list is all-inclusive. The lists tell you what is generally acceptable and what is generally not acceptable as professional business casual attire.

No dress code can cover all contingencies so colleagues must use a certain amount of good judgement in their choice of attire. If you are uncertain about what is acceptable work attire, please ask your Manager/Supervisor as management reserves the right to determine what is appropriate for business.

Scope:

This policy applies to all [COMPANY] Colleagues regardless of department, location, or job classification.

Guidelines:

1. General Expectations.

- All colleagues are expected to dress for their day, based on meeting commitments, etc.
- All clothing must be clean, pressed, and in good repair (no fraying hemlines).
- Clothing must fit properly; making sure items are neither too tight nor oversized.
- Grooming – Colleagues must maintain a clean, groomed and modest appearance. Hairstyles, hair color, beards, moustaches, sideburns, and other appearance related items should present a neat and professional style. Personal hygiene products must be used. Nails should be clean, manicured and free from chipped or peeling polish and be a length that is appropriate for the work you perform.

2. Acceptable Appearance.

- Name badges are to be worn above the waist and in clear sight at all times.
- [COMPANY] branded logo wear is appropriate and encouraged to be worn every day. [COMPANY] branded logo fleece shirts and tops are appropriate attire for Fridays only.
- Clothing and footwear will be neat, clean, in good condition, and meet all standards described in the policy. Clothing will not be patched, torn, wrinkled, or excessively faded.
- Appropriate pants, skirts, and dresses are either professional or business casual. Pants need to be an appropriate length and not drag on the ground. Skirt and dress lengths should be at a length at which you can sit comfortably and appropriately in public. (Approximately no more than 3" above the knee.)
- Dresses, suits, blazers, business casual shirts, blouses, sweaters, shirts, and approved [COMPANY] logo wear are all appropriate. Ties are not required for men.
- Professional and business casual shoes, including open toe shoes and sandals are acceptable. If wearing open toe shoes/sandals feet must be appropriately groomed.
- Conservative makeup and jewelry is required.
- Scents should be subtle and not obtrusive to others including such odors as cigarette smoke.

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3. Unacceptable Appearance.

- Revealing clothes (exposed skin needs to be appropriately covered).
- Recreational clothing, work-out, or fitness gear.
- Shorts, jeans, mini or maxi skirts/dresses, spaghetti straps, sundresses, leggings, and shear clothing.
- Beach and recreational footwear, flip-flops, and athletic shoes.
- Slogan, advertising, picture t-shirts, sweatshirts, and clothing with any other company logos besides [COMPANY].
- Offensive tattoos and non-cosmetic tattoos on the face/neck.
- Gauges and other piercings that could be deemed offensive to our members.

4. Jeans or Theme Day Guidelines. [COMPANY] will occasionally allow fundraising jean days or other theme day events which will follow the Acceptable Appearance guidelines and also permit the following:

- Jeans / Jean capris – clean, neat and in good condition.
- Approved [COMPANY] logo wear will be required when wearing jeans.
- Athletic shoes that are neat and clean.
- Select theme-wear on designated days.

5. Special Dress Standards. As designated by Senior Management, special dress standards will be allowed for colleagues in some positions or circumstances.

6. Responsibility. All [COMPANY] branded attire becomes the responsibility of the colleague for maintenance and care. If branded attire becomes worn, faded, or otherwise damaged it is the responsibility of the colleague to order new branded attire to replace the article that is worn, faded or damaged.

7. Termination. In the event of colleague termination, branded attire can be returned to [COMPANY], shared with other [COMPANY] colleagues, or destroyed. We request that colleagues not turn [COMPANY] branded attire over to second hand stores or sell at flea markets for safety and security precautions.

Corrective Action:

Managers should immediately address situations in which a colleague is inappropriately dressed. Depending upon the level of inappropriateness, a manager may direct a colleague to refrain from wearing certain items in the future, or require a colleague to leave immediately (without compensation for any lost time) to change his or her attire. Colleagues who violate this policy after being told that their attire is inappropriate may be subject to corrective action, up to and including discharge.