



Dress Code



Policy A-HR-10

July 25, 2007

Revised July 30, 2014

Revised June 13, 2019

Purpose: To ensure appropriate dress relative to the public health duties being performed and to project a professional image.

Policy: The agency shall reserve the right to prescribe appropriate dress. Business casual is the standard of this dress code. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing & accessories to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, ask your immediate supervisor.

Procedure: Employees are required to dress in accordance with this policy and their job tasks. All clothing and shoes must be clean, neat, and in good repair.

- I. All employees shall wear agency identification badges at all times when in work status.
- II. Because some employees work outside the office in adverse conditions, they may have to wear work or rain boots and jeans. If making home visits in extreme heat employees may need to wear longer shorts, capris and open toe sandals. Employees should dress accordingly for activities of the day.
- III. Departmental managers and supervisors shall reserve the right to define appropriate attire for employees of their department. Examples of inappropriate attire include, but are not limited to: excessively tight fitting or revealing clothing, bare backs or midriffs, tube tops, halter tops, spaghetti straps, strapless tops/dresses, sheer garments, short shorts, beachwear, muscle shirts, pajama type, or excessively trendy clothing. Dresses and skirts should be at a length at which the wearer can sit comfortably and modestly in public. Clothing that has words, terms, logos, pictures, cartoons, or slogans that may be offensive to others is unacceptable. Shoes must be worn at all times and meet safety guidelines for your worksite.
- IV. If an employee reports to work dressed in violation of this policy, the employee shall be required to make necessary adjustments to comply with the policy. If sent home, the employee will not be compensated for time away from work; unless they use their own

annual or compensatory leave. Employees failing to comply with this policy will be subject to appropriate disciplinary action per policy A-HR-15. An employee who disagrees with a supervisor's judgment on matters of dress may use the grievance procedure (A-HR-16).

District Director

Date

Chairperson, Three Rivers District Health Department

Date