

Title: Dress and Personal Procedures Code	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Guideline <input type="checkbox"/> Other _____	
Policy No.:	Scope: <input type="checkbox"/> System: Business Systems <input type="checkbox"/> Site: <input type="checkbox"/> Department:
Owner:	Origination Date:
Release Information:	Review Date:
	Revision Effective Date:
Approval Authority:	Approved by:

I. PURPOSE

The purpose of this policy is to establish regulations and standards for work attire within the Administrative offices.

II. POLICY

Associates working within the administrative arena are responsible for contributing to a professional, safe, and clean work environment. Associate attire will be appropriate for a business environment. Associates will adhere to the established standards for work attire. Site-specific dress code policies supersede this policy.

III. PROCEDURE

A. General Appearance: Associates are required to present with a clean, neat, and well-groomed appearance.

1. Hair

- a) Hair is to be worn with a clean, neat, and well-groomed appearance.
- b) Hair dyed in colors such as blue, green, or purple is not authorized.
- c) Beards, sideburns, and mustaches are to be kept neat and trimmed.

2. Skin and Nails

- a) Hands and fingernails are to be clean, with nails neatly trimmed.
- b) Nail length should not impair abilities to perform key job functions.

3. Perfumes, Colognes, and Makeup

- a) Perfumes and colognes should be used conservatively and in a manner which is considerate of the public and other associates.
- b) Makeup should be worn in a conservative fashion.
- c) Shocking and unusual colors in eye shadow, blush, foundation, and lipstick are not considered appropriate.

4. Jewelry

- a) Jewelry should be conservative, professional, and should complement the associate's apparel.
- b) Promotional buttons with wording are not allowed, with exception of those required or distributed by the business.
- c) Jewelry should not compromise an associate's job duties.

B. Associate Identification Badges

1. A badge is to be worn at all times during working hours.
2. The ID badge should be worn face up, easily visible, and above the waist.

C. Personal Cell Phones, Pagers, and Bluetooth Accessories

1. Personal cell phones (including Bluetooth accessories) and pagers must not be visible and must be kept in “silent” or “off” mode during working hours.

D. Attire: Clothing should be clean, tailored, and pressed.

1. Pants and Skirts: The following are considered **unacceptable** attire:

- a) Jeans of any color, unless approved by leadership on specific days
- b) Shorts
- c) Jean skirts
- d) Mini-skirts
- e) Sweatpants

2. Leggings

- a) Leggings may be worn under loose-fitting shirts or dresses of an appropriate length.

3. Shirts: The following are considered **unacceptable** attire:

- a) Sweatshirts
- b) T-Shirts, unless approved by leadership on specific days
- c) Midriff tops
- d) Halter tops
- e) Tight-fitting or revealing tops
- f) Shirts with words, phrases, or logos other than those relating to the business
- g) Jean shirts of any color, including jackets
- h) Tank tops with thin straps. Shoulders should not be visible.

4. Hosiery

- a) Hosiery is **not** required when wearing capri-length pants, dresses, or skirts **of an appropriate length**.
- b) Hosiery is **not** required when wearing full-length pants with professional sandals.

5. Footwear

- a) Beach or athletic flip-flops, including rubber “thong” flip-flops, are not authorized.
- b) Gym shoes, unless approved by leadership on specific days, are not authorized.
- c) Professional, open-toed sandals are approved.

6. Additional Guidelines

- a) Clothing that is visibly torn is not authorized.
- b) Undergarments must be worn and should not be visible under clothing.
- c) Headwear, such as hats and scarves, without medical or religious significance, is not authorized.
- d) Holiday attire should be limited to a top that is appropriate for the holiday, unless otherwise approved by leadership on specific days.

E. Failure to Comply with Standards

1. Leadership reserves the right to determine what is and is not considered appropriate.
2. Associates who are found in inappropriate attire will be instructed to clock-out to return home, make the necessary changes to comply with standards, and return to work.
3. Failure to return to work properly attired will result in an unexcused absence.
4. Multiple incidences of failure to comply with standards will result in disciplinary action.