



Attire and Footwear Guideline Dress for Safety!

The following guideline was developed to promote safety and a professional appearance. This guideline applies to all staff working directly with individuals receiving services (including students). The style of dress should conform to the setting where work is performed. It is the employee's responsibility to be aware of the dress requirements of the setting in which they work and to seek clarification regarding attire guidelines from his/her supervisor.

The following items are considered to be acceptable attire:

- Long or short sleeve shirts/blouses
- T-shirts without inappropriate themes
- Tank tops or sleeveless shirts with straps at least 2 inches wide (worn with undergarments)
- Shorts no shorter than 2 inches above the knee. Shorts are permitted only within specific programs.
- Dress or casual pants (khaki, chino, jean style non-denim etc.), capris, cropped pants
- Leggings are permitted provided they are not sheer/see-through and accompanied with a long shirt that covers the bottom area and is no shorter than 3 inches above the knee
- Stud-style earrings/body piercings or hoops less than the diameter of a pencil.

Footwear

Footwear should be selected with safety in mind and must allow for physical activity as required by the position. Closed toe, flat, rubber soled shoes that are secured to the foot are required (shoes that tie, buckle, strap, etc.). Any footwear with open toes or footwear that is not secured to the foot, including sandals, flip flops, clogs, platform shoes, or high heels are not permitted to be worn when working with individuals who receive services. Employees should be mindful of weather conditions when choosing appropriate footwear for work.

The following items are not acceptable to wear to work. This list is a guideline and is not all-inclusive.

- Any article of clothing that would reveal undergarments or cleavage. This includes but is not limited to low-rise shorts/pants/jeans, low cut shirts, and sheer see-through clothing. Belly, breast or bottom areas, or undergarments, should not be exposed.
- Any article of clothing with obscene or offensive words or pictures
- Clothing that is too big or too small. Clothing should be sized appropriately to fit.
- Lycra or spandex tight fitting clothing
- Sweat suits, running pants, or any other exercise attire. Exercise attire may be permitted for select positions based on job responsibilities.
- Off the shoulder shirts, including halter tops and tube tops; Shirts with thin or spaghetti straps
- Shorts shorter than 2 inches above the knee
- Skirts/Dresses. In the event that attendance at a professional meeting is required, skirts or dresses no more than 2 inches above the knee are permitted, however must be changed following the meeting before working with individuals receiving services.
- Ties are only acceptable when attending meetings; however they must be removed following the meeting and before working with individuals.
- Torn/frayed jeans or clothing
- Hats or clothing with hoods
- Fashion scarves, bandana, and hair coverings or hair nets worn as part of attire. This does not include head wraps or scarves worn for religious purposes.
- Dangling jewelry (earrings, bracelets, necklaces, or anklets) or jewelry with sharp edges that could scratch an individual receiving services (rings, pins, etc.).
- Tattoos with inappropriate language or pictures (as determined by management) must be covered
- Excessively long fingernails.

The cost of jewelry or clothing that is damaged at work will not be reimbursed by the Company.

Additional guidelines surrounding attire and/or footwear may be provided by supervisory staff based on specific program/position needs. Failure to adhere to these guidelines will result in being sent home from work and may result in disciplinary action. Any questions regarding appropriate attire should be directed to your supervisor.

Employee Signature: _____

Date: _____