

Attire Guidelines

River Rock Academy expects all employees to dress in accordance with good taste appropriate to a professional business atmosphere.

It is very important that all employees be aware that they represent River Rock Academy at all times while on River Rock Academy premises. All employees are expected to present a professional image to clients, customers, and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with River Rock Academy.

Radical departures from conventional business dress or personal grooming and hygiene standards are not permitted.

All employees are in the position of encountering clients, customers, or the public at any time. As this is the case, the personal appearance of employees is to be governed by the following standards:

- (1) Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Shirts must be tucked in for the male employees. The wearing of suggestive attire is not acceptable and any employee wearing such attire will be asked to leave the premises immediately. No halter tops, skinny tank tops, spaghetti straps, or other tops which reveal cleavage or the midriff area are permitted.
- (3) Appropriate length (below fingertip) khaki style shorts are permitted during August, September, May, and June if the employee has no meetings with outside agencies/school districts.
- (4) Cargo pants and shorts are not permitted
- (5) Sneakers are permitted as long as the employee has no meetings with outside agencies/school districts.
- (6) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of the length. Sideburns, mustaches, and beards should be neatly trimmed.
- (7) No facial piercings or tongue piercings are permitted to be worn during work hours. Men are not permitted to wear earrings during work hours.
- (8) Hooded attire is not permitted.
- (9) Leggings are permitted to be worn as long as the employee's bottom is covered.

Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their job. For example, employees attending court hearings should dress in a business manner: a dress, skirt, or dress slacks, with a neat blouse for female employees and dress slacks dress shirt and tie for male employees. Employees attending scheduled meetings should dress in a manner acceptable for daily work as described above. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action. Questions regarding appropriate dress may be directed to supervision or management.

Employee Signature: _____ Date: _____