

# Dress Code and Appearance Policy

## City of Grants

Established: 6/11/2020

### 1. PURPOSE

The City of Grants is a public service organization and employees are expected to represent professionalism and pride. The City of Grants requires the employees to wear clean and appropriate clothing for the job and maintain a neat, clean, and well-groomed appearance. Our policy provides guidelines and some restrictions on acceptable attire and appearance in the workplace. This policy is not intended to preclude cultural or religious practice. This policy is not intended to be all encompassing of every rule or requirement. Additional regulations may be added verbally as the need arises.

### 2. SCOPE

This policy applies to all employees who may come into contact with customers, colleagues, visitors or members of the public in the course of their duties. This includes on-site and off-site activities and all hours worked on behalf of the City of Grants.

### 3. POLICY

Grooming, dress and personal cleanliness standards contribute to the morale of all employees and have an impact on The City of Grants image. The City of Grants want employees who represent the organization or who work on the City's premises to have a professional appearance and to wear appropriate clothing for a professional workplace. Make sure your clothes are pressed and not wrinkled, dirty or torn. You should dress and groom yourself according to the requirements of your position.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

#### 3.1 Acceptable Clothing

- **Office Staff:** Should dress in professional attire that would be considered business casual. That includes blouses, turtle necks, dressy tops, casual dresses at or below the knee, short sleeved button-down shirts, long sleeved button-down shirts, dressy polo shirts, sportscoat, blazers and sweaters, knee length skirts, dress pants, dress slacks, semi-formal pants, and capris.

Jeans may be worn on “Casual Fridays”, but with a dress shirt. Jeans may be worn daily by project staff who are working a large part of the day out in the field. In this case a dress shirt or polo should be worn with the jeans.

- **Work Crews:** Should wear company work shirt with city logo and jeans or work pants. In addition, staff should wear the appropriate work boots and any other protective clothing directed by their supervisor.
- **Recreation Program Staff:** May wear shorts and athletic wear when facilitating athletic programs. When working mainly in the office, they should adhere to the office staff professional wear.
- **Police/Fire/Animal Control:** Will wear the assigned uniform and PPE appropriate for their department.

### **3.2 Unacceptable Clothing**

- **Tops:** T-Shirts, tank tops, spaghetti straps, excessively revealing clothing, Low cut or too tight, clothes with offensive writing/pictures, sportswear or activewear, hooded sweatshirts, sweatshirts, shirts exposing midriff, undergarments that are exposed, see-through clothing, backless, off the shoulder shirts, shoulder-less and clothing not in good condition (wrinkled, frayed, having tears or holes).
- **Bottoms:** Shorts, sweatpants, jogging pants, clothing too tight or too baggy, see-through legging or leggings not covered by a long top.
- **Shoes:** Flip flops, athletic slide sandals, tennis shoes, water shoes, Crocs, dirty or torn shoes. Appropriate shoes that help prevent slips and falls should be worn when there is snow and ice or wet floors.
- **Body Art:** Including colored hair, excessive jewelry or excessive piercings in visible body parts, and visible tattoos may not be allowed depending on the staff position and work duties. Department Heads may request of staff that the above-mentioned items be covered or kept at a minimum during work hours.

## **4. VIOLATIONS**

If an employee’s clothing is deemed inappropriate, he or she may receive verbal or written warning. In the event of a serious violation of the policy, the employee may be sent home to change clothes.

Repeated violations may result in disciplinary action being taken up to and including suspension and or termination.