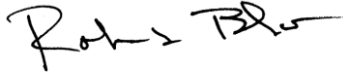


## Dress Code Policy

POLICY NUMBER: 100-13	EFFECTIVE DATE: 10/1/2015	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 1/6/2008	AUTHORITY:	

### I. PURPOSE

The divisions of DAS exist to provide a wide range of services, and employees may routinely interact with internal and external customers, including members of the general public. The DAS public image is a function of the behavior and appearance of each employee and each employee's appearance establishes a critical first and lasting impression. Dress and grooming standards are intended to ensure the image of DAS is enhanced by the appearance of its employees. All employees shall practice personal hygiene and clothe themselves, including proper footwear and hairstyle, in a neat and clean manner, which is appropriate to the work situation and reflects the professionalism of the department.

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## **II. POLICY/PROCEDURE**

### **1.0 Employee Appearance**

- 1.1 **PROFESSIONAL ATTIRE:** Professional Business Attire shall be required for formalized presentations or meetings with non-routine external visitors, external customers, and or meetings with Senior Team. Examples include: Suit and tie, sports jacket with dress slacks, collared shirt and tie, suit, dress slacks or skirt, collared shirt or blouse, dress and corresponding appropriate footwear (i.e. no athletic shoes).
- 1.2 **BUSINESS CASUAL ATTIRE:** Business casual attire is allowed on days where no formal meetings occur. Examples include: pressed khaki-type pants, skirt or dress slacks, polo shirt, casual or button down shirt or blouse, sweaters, turtlenecks and corresponding appropriate footwear (i.e. no athletic shoes).
- 1.3 **UNIFORMS:** DAS may furnish uniforms. Uniforms must be worn if issued. Uniformed employees shall comply with grooming standards and wear department uniforms in accordance with applicable department and division guidelines. Uniforms shall only be worn in conjunction with official duties.
- 1.4 **DRESS DOWN DAYS:** With the approval of the HR Administrator, Division Deputy Directors may designate “dress down days” when non-uniform employees may wear more casual clothing to support a state sponsored charity campaign through a donation. Examples include: denim (in good repair), team apparel and athletic shoes. Division Deputy Directors may also designate Fridays as dress down days; however, employees should refer to Sections 1.1 and 1.2 for the appropriate attire if attending meetings and/or interacting with customers on those days.
- 1.5 **PROHIBITED CLOTHING:** The following list of clothing shall not be worn during the performance of official duties at any time: dirty, damaged, frayed, torn or excessively worn clothing; clothing bearing logos, insignias, trademark language, artwork or other messages which may be offensive, controversial or contrary to the mission/professional image of DAS; bare midriffs, halter tops, undershirts, shorts, mini-skirts, spaghetti strap or strapless or backless clothing, cut-offs, tank tops, sweatshirts or sweat suits, workout attire, all hats (inside the building), spandex, see-through, low-cut or excessively tight; sandals, croc-like shoes, flip-flops or beach shoes.
- 1.6 **EXCEPTIONS:** Division Deputy Directors will determine acceptable work attire for their assigned divisions or offices. Due to the specific nature of the work performed, employees assigned to computer installation, mail room, warehouse, print shop, delivery, custodial, trades or maintenance classifications may wear appropriate "work clothes" and footwear approved by their immediate supervisor or manager. On a case-by-case basis, supervisors or managers may approve work clothing for other employees as necessary.

### **2.0 Personal Hygiene**

Employees should ensure that their use of scented products (e.g., excessive cologne, perfume, aftershave) is not unpleasant for others or a distraction in the workplace.

Employees should also be free from other offensive odors such as tobacco or body odors.

### **3.0 Administration**

Management reserves the right to provide sensitive feedback regarding employee appearance and personal hygiene in accordance with this policy. Questions or concerns should be directed to the immediate supervisor or manager. An employee who violates this policy may be sent home to change to appropriate clothing or to address a personal hygiene matter. Employees who violate this policy may be subject to discipline. An employee who is sent home to address violations of this policy must use his/her vacation leave, personal leave, or compensatory time.

## **III. REVISION HISTORY**

Date	Description of Change
1/27/2004	Initial Policy issued
4/5/2004	Policy reformatted
10/29//2010	Policy Revised and retitled
10/1/2015	Policy Revised