

## **HOMEFULL PERSONNEL POLICIES**

### **Standards of Conduct**

#### **Dress Code**

##### ***Policy:***

The following information is intended to serve as a guide to help define appropriate casual business wear for all employees during normal business hours. Homefull's primary objective of a business casual dress code is to have employees project a professional image while taking advantage of relaxed clothing. Business casual dress offers an alternative to the strict business attire of dresses, suits, ties, and dress shoes. On the other hand, not all Business Casual clothing is appropriate for the office. An item that may be perfect for working in the yard, going on a picnic or playing sports aren't appropriate for the office, nor is clothing that is too revealing. Regardless of the item, it is essential to avoid wearing anything to the office that is excessively worn, frayed or wrinkled. There are times when traditional Business attire is to be worn on casual days. Take your day's schedule into account when you are dressing. If you have a meeting scheduled with visitors, or if you are advised that others in the Agency will have visitors with whom you will come in contact, you will want to dress in business attire. And, of course, business attire is always acceptable if that is your preference.

Listed below is a general overview of acceptable Business casual wear that are appropriate for the office. These items should help set the general parameters for proper casual Business wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

**Slacks**—Cotton slacks are acceptable provided they are clean and wrinkle-free. Inappropriate items include jeans of any color, other than casual dress days, sweatpants, windsuits, short shorts, Bermuda shorts, bib overalls, leggings, spandex or other form-fitting pants.

**Shirts**—Casual shirt, golf shirt, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, sweatshirts, shirts with large lettering, logos or slogans, halter-tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket, or jumper.

**Dresses and Skirts**—Casual dresses and skirts, and split skirts at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Mini-skirts and spaghetti-strap dresses should not be worn to the office.

**Footwear**—Loafers, boots, flats, dress sandals, open-toed shoes, clogs and leather deck shoes are acceptable. Athletic shoes, sneakers, thongs, flip-flops and slippers are not acceptable.

**Jewelry**—Should be conservative with no excessive visible body piercing other than pierced ears.

With the prior approval of the CEO, jeans and athletic shoes are acceptable on certain days, such as leadership dress down days.

If an item of clothing is deemed to be inappropriate for the office by the employee's manager and the CEO, the employee may be sent home to change clothes and will be given a verbal warning for the first offense, and progressive disciplinary action will be taken for further dress code violations. Any questions regarding the Dress Code policy should be directed to the CEO.

#### Grooming and Attire

Proper grooming and attire have a positive impact on the organization's image. Positions that involve frequent, direct public service contact: i.e. those where meeting the public is an inherent function of the position, and where such contact would normally occur daily, are subject to the following appearance standards: Neat and clean dress trousers and shirts, dresses, skirts and blouses, and shoes. Sneakers and gym, jogging, and tennis shoes are inappropriate except where permitted. Leggings are inappropriate except when worn under skirts or dresses.

All other employees shall maintain grooming and attire standards, which bear a reasonable relationship to their work.

Inappropriate attire is defined, but not limited to: thongs, halter tops, shorts, midriff tops, T-shirts with offensive slogans or pictures, beach costumes, see-through or mesh clothing, and ragged, torn or dirty clothing. When an employee is found to be outside acceptable grooming and attire standards, the employee will be sent home on unpaid time. A second or subsequent deviation from acceptable grooming and attire standards will again result in the employee being sent home on lost time. Such subsequent incidents will be cause for disciplinary action. On occasion when there is approval for specified "dress down" or "casual" days, management shall determine appropriate attire standards for those days.