



Policy Name:	Dress Code	Date Revised:	8/2016
Purpose:	Guidelines for Dress and Grooming	Board Approval:	8/2016

PURPOSE:

To establish guidelines for proper dress and grooming to ensure professional representation of Greater New Beginnings Youth Services, Inc..

POLICY:

It is the policy of Greater New Beginnings Youth Services, Inc. to represent the organization in a professional manner while we perform work-related services. Others may evaluate us not only by the service we render and our action towards others, but also by our personal hygiene and professional appearance. Our policy is to ensure staff is attired in neat and professional apparel.

Employees purchase and care for their own work clothes unless certain items are required for safety or infection control purposes. Your supervisor can provide you with the details relating to uniform and dress requirements in your work area.

All employees are required to maintain good hygiene and grooming by wearing clean clothing, maintaining grooming, and avoiding body odors.

Office Setting

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; tops in which underclothing is visible, halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, slippers, and any shoe with an open toe are not acceptable in the office. Closed toe and closed heel shoes are required in the manufacturing operation area.

Jewelry, Makeup, Perfume, and Cologne

Should be in good taste, with limited visible body piercing. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Hair

Hair must be combed at all times. Curlers are not acceptable.

Field Setting

1. Shoes – Closed toe shoes only. Work boots are required.
2. Pants– Pants must not be tight fitting. Shorts are not allowed as they increase risk for skin injury. Undergarments must be covered and pants should be worn around the waist.
3. No skirts and dresses allowed.
4. Shirts – Either long sleeve, short sleeve shirts and t-shirts are allowed. No sleeveless shirts inclusive of tank tops, tube tops, spaghetti string tops, sport bras and halter tops are allowed. No suggestive or profanity sayings are allowed on any shirt. Fishnet and sheer shirts of any kind are not allowed. Skin must not be exposed in the torso area.
5. Any form of clothing that is tight fitting and/or suggestive is not allowed. Any loose fitting clothing that may hinder operation of equipment and pose risk to employee, must not be worn.
6. Piercing – No visible piercing of any kind are allowed except non-dangle earrings.
7. Jewelry – Dangling and bulky jewelry of any type is not allowed.