



POLICY AND PROCEDURE MANUAL

Chapter:	Human Resource Management		
Title:	Dress Code and Appearance		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: HR Spec.	Adopted Date: 08.2020 Review Date: 12.2023	Related Policies: Standards of Conduct Progressive Discipline Equal Employment Opportunity

Purpose:

Hopeful Horizons (HH) sets forth this policy to provide and clarify expectations and requirements for employee appearance and dress while at work and representing the organization in the community.

Scope:

This policy applies to:

- | | |
|--|---|
| <input checked="" type="checkbox"/> All HH Staff | <input type="checkbox"/> Selected HH Staff, as specified: |
| <input type="checkbox"/> HH Board Members | <input checked="" type="checkbox"/> HH Volunteers |
| <input type="checkbox"/> Other: | |

Policy:

HH expects employees and volunteers to be neat, appropriately dressed, and well-groomed while representing the organization regardless of the setting. It is understood that the manner of attire may vary based on an employee's or volunteer's role, the setting or the audience. HH supports employee self-expression through hairstyles, cultural and religious dress. If an employee is unsure about their appearance or attire they should consult with their manager/supervisor or Human Resources (HR).

- A. **General Requirements:** HH urges employees to use common sense and sound judgment when selecting their work attire. In general, HHs' dress code for employees is [smart casual](#). Additionally, staff shall comply with the following broad guidelines:
- All clothing shall be clean and free from tears, rips or holes
 - Cut-off or casual shorts, athletic wear, beachwear, sweat suits or revealing clothing are inappropriate for the HH work setting
 - Clothing and use of other personal items with potentially offensive or violent artwork and/or language is expressly prohibited
 - Employees shall wear shoes that are safe for the work they are performing
 - All employees shall maintain an acceptable level of bodily hygiene to ensure that interactions with other staff, clients and community partners remain positive and pleasant. Staff shall be mindful in their use of scented products and fragrances as others may have sensitivities and/or allergies to them that may require accommodation
- B. **Court Appearances:** Staff required to appear in court shall dress in [business professional](#) or [business casual](#) attire or as established by the specific court. The court may deny entry to the courtroom if an individual's attire does not comport with established standards or expectations. The following are examples of inappropriate attire:
- Shorts or cut-offs, flip-flop style shoes
 - Mini-skirts or mini-dresses
 - Halter tops, tube tops, tank tops, low-cut tops, or "muscle" shirts
 - Clothing that exposes your midriff or undergarments

- Baggy pants that fall below your waist
- See-through clothes, pajama type clothing, slippers or workout gear
- Clothing with potentially offensive words or images

C. Community, Business Partner, Funder/Donor Meetings: Staff shall adhere to a minimum of [smart casual/business casual](#) when participating in meetings with community stakeholders, business partners, funders, or donors. If staff are involved in making a presentation on behalf of HH, [business professional](#) attire may be appropriate/required and should be determined in consultation with the employee's supervisor.

D. Reasonable Accommodations: HH shall comply with applicable laws preventing discrimination based on religious beliefs and/or medical conditions/disabilities. An employee requiring an accommodation to any provision of this policy shall make a request in accordance with HHs' [Reasonable Accommodation Procedure](#).

Short-term accommodation may be made to dress code general requirements with supervisory approval. Circumstances where accommodations may be appropriate include, but are not limited to:

- Remote work with no community or business partner meetings
- Travel
- Social events
- Work includes performance of manual labor where durable and/or relaxed clothing is more appropriate/safe

E. Compliance: HHs' administration reserves final authority for determining appropriateness of an employee's appearance and/or dress. Supervisors may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be given a warning and/or sent home to change clothes and may be required to use personal time off (PTO) to cover their time out of the office. Violations of this policy are subject to HHs' Progressive Discipline Policy and its related procedure.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

1. [Casual](#): Casual business attire is informal clothing worn not only in most business settings but also in many settings outside of work. You might wear casual clothing if you work in an informal office where others wear things like T-shirts, sweatshirts, shorts and jeans, etc.
2. [Smart Casual](#): Another form of casual business attire with a stylish twist. You might include more trendy pieces of clothing if dressing in smart casual. This type of business attire is appropriate for more flexible offices, including informal settings.
3. [Business Casual](#): A common form of dress worn in many offices. While many classic business staples are used in business casual wear, there are casual elements included like khakis.

Business casual is appropriate for many interviews, client meetings and office settings. Because it is not very casual and also not very formal, this is usually an appropriate way to dress if you're unsure about the setting.

4. **Business Professional:** A traditional form of attire used in more conservative settings or companies with strict dress codes. You might wear business professional in industries like finance, government or law. Business professional clothes should be well-fitted and may be tailored to fit you specifically.
5. **Revealing Clothing:** Clothing that shows more of the body than is usual or acceptable for a work setting. Clothing that exceeds acceptable standards on modesty.

Other Related Materials:

[Reasonable Accommodation Procedure](#)

References/Legal Authority:

[Dress Codes in the Modern Workplace: An employer's Guide to Avoiding Pitfalls and Liability.](#)
Venable, LLP, 2021.

[Guide to Business Attire: Career Guide, Indeed, 2023.](#)

[Personal Appearance Policies and Reasonable Accommodations in the Workplace, Spark, ADP, 2023.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
12.2023	Updates the policy to the new template; Adds additional detail; Includes communication & training, Definitions, other related materials and references.	N. Miller, Prog. Eval Consultant in consultation with R. Lucovich, HR Specialist