Staff Dress Policy

**Purpose:** The intent of the following policy is to ensure that the staff be appropriately attired in relation to the work they perform in accordance with agency policy. Staff frequently encounter families, community members, and other agency personnel and must represent CDS with a respectable image.

**Policy:** The dress policy identifies our need to present a professional image and ensure safety, as well as acknowledge the unique qualities of our work environment. Supervisors may establish more stringent policies based upon safety concerns within their setting.

 While staff should always appear at work neat, clean, and well groomed, we recognize that certain situations require more casual attire such as recreational activities. This policy is not intended to eliminate that flexibility; however, in general, staff should not wear sweat pants, tights/leggings, tank top shirt, backless tops or dresses, jeans with holes, short skirts, short shorts, overalls, or camouflage clothing. In addition, staff are prohibited from wearing items with pictures, logos, emblems and/or writing which depict illegal activities, violence, profanity, nudity, and/or drug or alcohol emblems or references. Staff should also only wear clothing that is well-fitting and not too tight and/or revealing (low cut shirts or exposing stomach) and not too baggy as to create a safety issue.

 Staff should also plan their attire with safety in mind. For example, in residential settings, school settings, or environments where participant volatility may be an issue, items such as chains, necklaces, or long/large earrings may present unnecessary opportunities for an avoidable injury. In residential settings, open toed shoes should not be worn by direct service staff. This includes crocs, flip flops, and sandals.

 Staff with questions concerning appropriate attire are encouraged to seek clarification from their supervisor. A good rule of thumb might be to look in the mirror prior to coming to work, ask yourself, “Would anyone question my professional image today, based upon my dress?” If you think the answer may be yes, change your clothes.

 The dress policy should be followed whenever a staff person is working, including meeting times.

**Procedure and/or Process:**

In situations where an employee is improperly attired, it should be brought to the attention of their immediate supervisor. The immediate supervisor should counsel the employee and if deemed necessary, request the employee to leave work and return in appropriate clothing. A second offense may result in disciplinary action.