

		Policy Number: ER-007
Subject:	DRESS CODE	
Section:	EMPLOYEE RELATIONS	
Effective Date: 10/25/2006	Review Date: 12/2015	
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<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Supersedes Policy Dated: 10/25/2006	
Issued by: HR Administrator	Concurred with and Approved by: Jim Burns, Director Initial: _____	
Cross Reference:		
Distribution:	All employees of Family Focus, Inc.	

PURPOSE:

Family Focus, Inc. has a responsibility of establishing and maintaining standards of quality, excellence, and professionalism. Employee neatness, cleanliness, and the wearing of appropriate professional attire are components of these standards.

GENERAL INFORMATION:

Family Focus, Inc. has established general guidelines for the appearance of employees in all areas with exceptions and other specific guidelines as needed and approved of by the Director. All employees should be conscious of their appearance and the impression made on clients, visitors, volunteers, other employees, and other “customers”. Clothes should be neat and clean and in keeping with their work assignment. Attire and appearance should not draw undue attention by either style or fit and should reflect contemporary styles. Flexibility will be granted in extenuating circumstances such as when an employee is called in to work, or in the event of an emergency need for staff such as an Intermediate Intervention.

GENERAL GUIDELINES

Clothing should be modest, in good taste, and professional in appearance. Department managers may issue a more detailed dress code policy appropriate to their department and the duties being performed. All department policies must meet the basic guidelines set forth in this policy and be approved by the Director. Department managers will be held responsible for assuring employee compliance with professional attire.

The following guidelines will apply:

- 1) Casual attire, such as blue jeans, and Capri’s, are allowed but should be in good taste and professional in appearance. Shorts are allowed if they are professional and no shorter than 3 inches above the knee. Jeans with holes are not allowed.
- 2) Shoes must be clean and professional in appearance.

HAIR

Hair should be clean and neatly groomed. In areas where long hair may present a safety hazard, ponytails and/or hair covering may be required. Beards shall be moderate in length and neatly trimmed.

JEWELRY

Jewelry may not be worn in eyebrows, nose, tongue or lips in order to assure a professional appearance, and support safety practices or policies.

PROPER IDENTIFICATION

If Family Focus, Inc. staff is issued Identification badges, they must be worn and clearly visible at all times while on duty except in specifically identified work areas because of operation of the area. Identification badges should not be obstructed with stickers, pins, etc. Only service award pins or pins from professional certifications or affiliations should be worn on plain card specifically attached behind the identification badge for that purpose.

ATTIRE WHILE ATTENDING COURT, EDUCATIONAL OFFERINGS, AND MEETINGS

Employees who are being paid for attending court, educational offerings (including General Orientation, seminars, etc.) or meeting must be professionally dressed in accordance with this policy.