



CEO DRESS CODE POLICY

This dress code was developed to allow staff to observe casual and relaxed attire all year. While allowing for comfortable attire, **appropriate clothing is expected and required**. It is important for all staff to present a professional image to co-workers, customers and the community.

Attire and footwear must allow for the safe execution of all assigned work duties. Additionally, some programs may require modifications to the dress code to exclude clothing items that are deemed to pose a safety risk or portray a less than business-casual image.

Since “casual” and “relaxed” are subject to broad interpretation, some basic guidelines are provided below:

Tops

Acceptable

- ⇒ Appropriate sleeveless tops (with no less than 2" straps)
- ⇒ T-Shirts (Conservative, basic styles without inappropriate messages/graphics)
- ⇒ CEO branded hooded sweatshirts

Unacceptable

- ⇒ Hooded sweatshirts
- ⇒ Midriff, tank, muscle, spaghetti strap, halter, mesh, tube/strapless, crop style tops
- ⇒ See-through blouses or shirts, or low cut tops

Shirts, tops, and blouses must not reveal excessive cleavage, and must be of an appropriate length so as **not to expose the midriff** any time during normal activity. Any top that is intended to be an undergarment, skintight or allows midriff, cleavage or undergarments to be exposed are considered unacceptable work attire.

Pants and Skirts

Acceptable

- ⇒ Any casual style slacks
- ⇒ Capri pants
- ⇒ Skirts/skorts no more than 5 inches above the knee (mid-thigh length or longer)
- ⇒ Jeans (must be neat and clean without any holes or tears)

- ⇒ Shorts no more than 5 inches above the knee (mid-thigh length or longer)

Unacceptable

- ⇒ Leggings or spandex worn as pants
 - Leggings may be permitted when worn as tights under a skirt or dress that is of an appropriate length
- ⇒ Mini skirts
- ⇒ Hip-hugger/low-rider pants that reveal underwear
- ⇒ Sweatpant material or wind suits

Footwear

Acceptable:

- ⇒ Sneakers (must be neat and clean without any holes or tears)
- ⇒ Sandals/shoes (must allow the safe execution of all assigned duties and responsibilities)
- ⇒ Casual “slip on” or open toe footwear is allowed, but must not pose any safety hazards and must provide the support needed to perform all responsibilities and avoid any slipping hazards

Unacceptable:

- ⇒ Foam “beach wear” type flip flops (like those sold at Old Navy)
- ⇒ Facilities, Food Pantry, Housing and Kitchen staff
 - Due to occupational safety hazards and/or the handling of machinery and, all are required to always wear closed toe shoes such as boots or sneakers during the workday.

Other

- ⇒ Baseball caps or bandanas are not acceptable
- ⇒ A tattoo must be covered if it:
 - has sexually suggestive writing/pictures;
 - advocates violence;
 - advertises or promotes the use of tobacco, alcohol or drugs;
 - has double meaning wording or obscene language; or is disrespectful.

We appreciate your efforts in following these guidelines. Any employee who is unsure of what is appropriate should check with his or her direct manager or the Human Resource Department for further clarification.