

Policy & Procedure

Policy Title: Dress and Appearance Standards

Policy Number: 401

Policy:

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image that Arc Human Services presents to the individuals and families we serve as well as the general public.

Employees are expected to practice good hygiene, present a clean and neat appearance and to dress according to the requirements of their positions and daily responsibilities. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be paid for time so spent. Repeated violations of the dress code will result in corrective action.

Proper attire including shirts and shoes must be worn at all times. Professional attire is expected when reporting to the corporate office.

Employees who work with individuals in any program are required to wear rubber soled shoes with a closed toe and closed heel. Flip-flops / shower shoes are not permitted in any work environment.

The following attire is excluded for all employees: halter tops, spaghetti straps, midriff-baring or see-through shirts, muscle shirts, shorts or skirts which are shorter than fingertip length, any clothing that is overly tight or revealing. Nothing explicit or obscene is permitted on any article of clothing; no foul language, no reference to violence, sex, drugs or alcohol.

Employees who work directly with the individuals we serve are discouraged from wearing such jewelry as necklaces, bracelets, dangling earrings, protruding rings, or wearable technology. Arc Human Services will not be responsible should such jewelry or wearable technology be damaged or lost while on duty.

Eyeglasses may be eligible for reimbursement based on fiscal approval and procedures.

Long hair, beards and mustaches are acceptable as long as they are kept neatly trimmed and clean. Fingernails should be kept to a reasonable length so as not to interfere with the employee's ability to safely provide physical assistance to individuals within all of our programs.

Employees are not permitted to bathe, shower, or do personal laundry at the residential sites unless unusual circumstances exist and they have received permission from their supervisor to do so.

Updated March 1, 2020