



ADMINISTRATIVE POLICY

**POLICY NUMBER
1.09**

TITLE:	Dress Code
RESPONSIBLE OFFICE:	Division of Finance and Administration Office of Human Resource Management
EFFECTIVE:	February 18, 2013

I. PURPOSE

Provide a policy and guidance on appropriate office attire.

II. SCOPE

This policy is applicable to all employees, contractors, volunteers, and interns at the Department of Economic Opportunity (DEO/Department).

III. REVISION INFORMATION

Created February 2013

IV. AUTHORITY

Direction of the Executive Director

V. NOTIFICATION

The following individuals should be notified of this policy and its procedures:	Method of Notification
All DEO Employees	<ul style="list-style-type: none"> • New Employee Orientation • DEO communications via employee distribution list • DEO Intranet
DEO Executive Leadership	<ul style="list-style-type: none"> • Executive Leadership meetings

VI. PROCEDURES/POLICY

The Department of Economic Opportunity strives to maintain a professional environment in all aspects of our work—in the way we behave, the way we assist customers, the way we work with our colleagues, and the way we dress. Each employee should dress professionally at all times, keeping in mind the job duties being performed. In general, DEO employees must maintain at least a **business casual** appearance at all times while at work (Fridays included).

To make certain that DEO maintains this level of professionalism, the following guidelines define appropriate and inappropriate dress for DEO employees. If an employee has a question about whether an item of clothing is appropriate or inappropriate, the employee should ask his or her supervisor.

APPROPRIATE

- For men:
 - Professional shirt: a long- or short-sleeved shirt (preferably button-down, but knit shirts are permissible); sweater; turtle neck
 - Dress slacks or khaki pants
- For women:
 - Professional shirt: blouse; knit shirt; sweater; turtle neck
 - Dress slacks or khaki pants; skirts of office-appropriate length (lower thigh or longer); Capri or cropped pants not falling above the knee
- Appropriate shoes and socks (for women, stockings are optional), including dress shoes, dress boots, dress sandals (women only), or other presentable shoes, but not including sneakers, flip-flops, or work boots.

INAPPROPRIATE

- Jeans
- T-shirts or sleeveless shirts
- Shorts or cutoffs
- Workout clothing such as sweatshirts, sweatpants, sweat suits, jogging suits, gym shorts, sneakers, or biking shorts
- Mesh shirts
- Tight fitting clothing (i.e. stretch pants, leggings, spandex, etc.)
- Transparent or revealing garments, spaghetti straps, bare midriffs
- Skirts or dresses above mid-thigh
- Athletic-type jerseys with sayings, pictures, inappropriate artwork, sports teams, names, etc.
- Tank tops, crop tops, spaghetti straps, halter tops, midriff blouses, or tube tops
- Worn, frayed, ripped, or torn clothing
- Canvas or leather athletic slings, beach or casual sandals, flip-flops, or thong sandals

Employees should always look neat and professional, in clean, pressed clothing. Undergarments must be worn and should not be visible. Pierced ears are the only permissible, visible piercing.

When deciding on appropriate attire, employees should always consider their level of customer or public contact and the types of meetings they are scheduled to attend. In some circumstances—e.g., when meeting with elected officials or their staff—business attire is appropriate.

The management team reserves the right to determine the appropriateness of attire. If an employee is found in violation of the dress code by supervisors, he or she will be asked to change. Repeated violations of the dress code will subject employees to discipline and can ultimately be grounds for termination.

VII. RESPONSIBILITIES

Individual or Group	Responsibilities
Employee	<ul style="list-style-type: none">• Adhere to this policy.
Supervisor	<ul style="list-style-type: none">• Ensure employees adhere to this policy.• Discuss inappropriate dress with offending employee.• Set additional dress code as required or deemed by job or area of responsibility.• Be reasonable in all decisions.
Human Resource Office	<ul style="list-style-type: none">• Assist supervisors and employees with questions related to this policy.

VIII. RESOURCES

The following images and website links provide examples of appropriate attire.

- a. McCombs School of Business Attire Info Sheet – University of Texas
<http://intra.awi.state.fl.us/resources/docs/dresscode.pdf>
- b. Business Casual Attire – Virginia Tech Career Center
<http://www.career.vt.edu/JobSearchGuide/BusinessCasualAttire.html>

