



Dinwiddie County HUMAN RESOURCES POLICIES AND PROCEDURES

Dress Code: Attire and Grooming

Effective May 19, 2017

POLICY

Dinwiddie County is committed to facilitating a professional and respectful work environment free of unnecessary distractions. Employees are representatives of the County; therefore, they are required to present a positive image of professionalism, respect, and integrity through service delivery as well as appearance. This policy outlines attire and grooming standards that are required of all employees. The County recognizes and respects the importance of religious beliefs; therefore, the County will reasonably accommodate employees' beliefs in terms of attire unless the accommodation presents an undue hardship. Such requests for accommodation should be referred to the respective Department Head for consultation and consideration with Human Resources.

PROCEDURES

A. Appropriate Work Attire

The County recognizes that appropriate work attire may vary among departments, job positions, and nature of work performed; therefore, each Department Head shall be responsible for determining the appropriate dress standards for his/her department and educating employees as to those standards. With the exception of uniformed, public safety employees who are required to follow their respective uniform policy, standards of attire shall meet the following business casual guidelines unless casual attire is deemed appropriate by the Department Head based on work requirements:

- Women – Business suit, pantsuit, dress (no higher than two inches above the knee), skirt (no higher than two inches above the knee), dress pants, khakis accompanied by blouse, business, polo collar knit, County logo wear shirt, or sweater. Leggings are permissible only when accompanied by a top that reaches a minimum of fingertip length. Business shoes.
- Men – Business suit, dress pants, or khakis accompanied by dress/business, polo collar knit, or County logo wear shirt or sweater. Business shoes.

B. Appropriate Casual Attire

On Fridays or the final day of a shortened workweek and on other occasions deemed appropriate by the Department Head, employees are permitted to wear less formal clothing. Casual attire may include jeans (must be clean and free of rips, tears, and fraying; tight or revealing jeans must be accompanied by a top that reaches a minimum of fingertip length), skorts (no shorter than 2 inches above the knee), capris, polo collar

knit or golf shirts, County logo wear, blouses/shirts, tennis shoes (must be clean). Employees who are scheduled to attend meetings or conferences on Fridays are required to dress appropriately for the occasion.

C. Inappropriate Attire

- a. The following attire are not acceptable for the workplace at any time:
 - Faded, torn or frayed articles
 - Sheer, halter, cropped, or spaghetti strap tops (without a top or sweater covering the shoulders)
 - Clothing that allows undergarments to be visible through or outside the garment
 - Open back tops
 - Flip-flops (dress sandals with back straps are acceptable)
 - Body piercings that impede one's ability to perform his/her job
- b. The following attire are only acceptable when deemed appropriate by the Department Head due to the work setting or working conditions:
 - Wind suits
 - Sweat suits
 - T-shirts (unless County logo is displayed)
 - Shirts with printed text or graphics
 - Shorts (must be solid color and at a minimum of fingertip length)
 - Casual headwear, such as baseball caps or bandannas (caps must be worn with the brim facing forwards at all times)

D. Proper Hygiene

All employees, without exception, must report to work neat, clean, and bathed. Oral hygiene practices must also be followed. Use of excessive perfume, cologne or other strong scented substances is prohibited.

E. Compliance

Department Heads are responsible for determining if any employee's appearance, grooming, or hygiene is inappropriate or out of compliance with this policy. Department Heads may make exceptions, other than where prohibited, for documented business reasons. Department Heads shall consult with Human Resources when requests are received for religious or medical accommodations. Employees who do not comply with this policy may be required to return home to become compliant and/or may be subject to disciplinary action. Time spent for the employee to return home and become compliant will not be compensable.

Distribution of Dress Code: Attire and Grooming Policy to County Employees; Employee Acknowledgement

A copy of the Dress Code: Attire and Grooming Policy shall be distributed to each County employee with an Employee Acknowledgement. Each employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement Form and returning it to Human Resources for filing in the respective employee's personnel file. All new hire employees shall receive and acknowledge receipt of the Dress Code: Attire and Grooming Policy when completing new hire orientation.

Approved by:



County Administrator

Date:

5.18.17