

# Dress Code Policy

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It is the policy of the County of Dukes County that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

**Expectations:** Employees are expected at all times to present a professional, businesslike image to co-workers and the public. Radical departure from conventional dress or personal grooming and hygiene standards are not permitted.

- ❑ Any employee having regular contact with the public must comply with the following personal appearance standards:
  - Employees are expected to dress in a manner that is normally acceptable in similar governmental establishments. Employees should not wear suggestive attire, jeans, athletic clothing, shorts, rubber thong "flip-flop" style sandals, T-shirts with logos or writing, novelty or political buttons, and similar items of casual attire that do not present a businesslike appearance; and
  - Hair, sideburns, moustaches, and beards should be neat;
- ❑ Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.
- ❑ Certain employees may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms, depending on the nature of their job.
- ❑ At his discretion, the County Manager may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, faded or disheveled clothing, athletic wear, or similarly inappropriate clothing.
- ❑ Any employee who does not meet the standards of this policy will be required to take corrective action.