

Written: 06/25/2015	Policy	Dress Code Policy
Approved: 05/24/2018		Dept.: All
Reviewed/Revised: 05/24/2018		Written By: HR Department

**Policy:**

Area Agency on Aging, Inc. requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Area Agency on Aging, Inc. employees are expected to present a professional, businesslike image to clients, visitors, customers, and to the public. The company’s business casual dress code enables employees to present a professional image in the communities we serve.

**Procedure:**

Supervisors and managers are responsible for monitoring and enforcing the dress code policy. If an employee’s attire is questionable, the supervisor will hold a private discussion with the employee regarding the inappropriateness of the attire. If the employee fails to consistently follow the policy, the supervisor will formally discipline the employee per the company disciplinary process. If an obvious policy violation occurs, the employee will be sent home immediately to change and will not be paid for that time off.

**Acceptable** business attire includes:

- Blazers, sport jackets
- Chinos, slacks, trousers, capri or cropped pants which are loose-fitting (should be below the knee) and professional
- Polo shirts with collar
- Dress shirts (button down, with or without ties)
- Sleeveless blouses/shirts (No spaghetti straps or showing of undergarments)
- Pants tucked into boots
- Leggings or jeggings with top or dress covering the buttock
- Skirts and dresses (appropriate length), cardigans, sweaters
- Suits, pantsuits, with or without ties
- Blouses/shirts with short or long sleeves
- Pants in business suitable fabrics
- Any type of business shoe (heels, flats, etc.) and dress sandals
- Clean pressed scrubs without stains or holes for nurses and aides providing in-home care.
- Company issued shirt with khakis or black trousers, and closed toe shoes for drivers and maintenance employees.

**Unacceptable** business attire includes:

- Jeans
- Halter tops, tank tops, or tube tops
- Athletic wear
- Beach wear

Written: 06/25/2015	Policy	Dress Code Policy
Approved: 05/24/2018		Dept.: All
Reviewed/Revised: 05/24/2018		Written By: HR Department

- Cutoffs
- T-shirts
- Yoga Wear, Sweatpants, Hoodies
- Leather pants and skirts
- Dirty, ripped, wrinkled, or stained clothing
- Transparent or tight garments
- Plastic Flip-flop shoes
- Canvas shoes
- Shorts or culottes, (Transportation drivers and maintenance staff **ONLY** may wear khaki or black shorts that match the company's shirts. Shorts must be knee length when standing.)

Management will determine days in which jeans may be worn due to weather conditions or special occasions.

Management Approved Casual Days:

**Acceptable** attire includes:

- Acceptable business attire
- Jeans
- T-shirts
- Canvas shoes
- Tennis Shoes

**Unacceptable** attire includes:

- Torn/tattered/ripped jeans
- Tank tops
- Yoga Wear, Sweatpants, Hoodies
- Transparent or tight garments
- Shorts or culottes, (Transportation drivers and maintenance staff **ONLY** may wear khaki or black shorts that match the Agency's shirts. Shorts must be knee length when standing.)

### Accessories

Accessories may include rings, necklaces, earrings, bracelets, etc. A conservative approach to size, style and number of these accessories will be taken, defined as:

- Pins: Two only, must be professional
- Earrings: No more than two pair at a time  
No ear gauges  
No jewelry in other visible pierced locations

Written: 06/25/2015	Policy	Dress Code Policy
Approved: 05/24/2018		Dept.: All
Reviewed/Revised: 05/24/2018		Written By: HR Department

Necklaces & Bracelets: Safety and appropriateness for the workplace will determine the wearing of necklaces and bracelets. In all cases, jewelry must not affect, in any way, services provided (noisy, distracting, etc.)

Lip, nose, tongue, and eyebrow rings should not be worn at any time for professional appearance and safety issues.

**Personal Hygiene & General Appearance**

Good personal hygiene is required which includes regular bathing and oral hygiene. Sensitivity to others in use of colognes and perfumes is expected. All employees should smell clean without smoking odors on them or their clothes, as this may be offensive to patients, co-workers and others served.

Perfumes or colognes that have strong lingering aromas should not be worn to the work place.

Hair should be shampooed as often as necessary to keep it clean, and should be neatly arranged away from the face if the employee is in direct contact with the public or near items that could be used by others. Shoulder length hair must be secured away from the face to prevent contact or contamination in patient care areas. Beards and mustaches must be neat, cleaned and trimmed.

Tattoos that are socially offensive, immoral or unprofessional as well as excessive tattoos must be covered while at work.

The chewing of gum is prohibited when in the presence of clients.

**Fingernails**

Fingernails must be kept clean and neat.