

Adopted 4/06

**Subject: PERSONNEL POLICY #35  
Standards of Grooming and Dress**

Choices In Community Living, Inc. (CICL), considers it very important that our employees are well groomed, neat, and dressed appropriately for their job duties and responsibilities. CICL- has adopted a casual business dress code philosophy, and must emphasize that some positions and situations may call for professional business attire. Appropriate, properly fitting, clean clothing and good personal hygiene are important in promoting a positive company image to customers, clients, vendors, and co-workers.

**Office Environment**

While CICL observes a casual dress environment, there may be situations requiring more professional business attire. If you are conducting or attending meetings, seminars, roundtables, in-services, etc. where you come in contact with other business professionals, you are expected to represent CICL in a professional manner and dress appropriately for conducting business in that type of professional environment. It is important that you know your audience, and remember that your actions not only represent you, they also represent Choices in Community Living, and that you should dress accordingly. If you are unsure of the appropriate attire for an event, please contact the sponsoring party or speak with your supervisor. As a general point of reference, it is better to be over dressed and project a professional image than to be under dressed and project something less than professional.

**Program Environment**

While the company does not require uniforms in our programs, a standard of dress is required to promote a safe and productive working environment. As in any office environment, if you are conducting or attending meetings, seminars, etc. where you come in contact with other business professionals, you are expected to represent the company in a professional manner and dress appropriately for conducting such business. In the program environment, we encourage employees to dress appropriately for the work situation. It is our philosophy that our clients be viewed as a part of the community at large and we discourage employees from wearing attire that promotes or fosters an impression that our clients are institutionalized. As a result of this philosophy, employees are not allowed to wear medical scrubs in public while on Choices in Community Living business. It is understood that in the program home medical scrubs may be appropriate: but should not be worn outside in public. If an employee wants to wear medical scrubs, they are encouraged to have a change of clothes at the home site if it is necessary for the employee to go out into the public on Choices business.

## **General Guidelines for Everyone**

The company wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. The following list is provided as a reference. It is understood that not all types or combinations of clothing can be listed in this section, and we ask that each employee act responsibly in making their clothing decisions. The following clothing is considered non-compliant with this policy:

*Excessively tight fitting clothes, spandex; bare feet; top and bottom clothing items that don't meet or overlap each other; midriff baring, cropped or otherwise; tops revealing excessive cleavage; clothing with profanity, sexually suggestive slogans (including cartoons or drawings), an observable lack of undergarments and exposed undergarments. In programs where clients are wheelchair dependent, sandals may not be worn for safety reasons. In addition, clothing must be properly sized to fit the individual, clothing that appears oversized may presents a safety concern for both the client and staff. In situations of this type, the employee's supervisor will make the determination if the clothing is acceptable. Shorts, skirts or dresses must come within two (2) inches to the knee, in addition to concealing undergarments.*

## **Body Art**

Body art and tattoos are a personal decision of the employee and should not be exposed in the work environment. It is required that body art and tattoos be covered while staff is fulfilling their duties as a Choices employee. Personal piercing should also be considered for appropriateness in the work environment. It is recommended that all staff assess their work environment and understand the potential danger that they may encounter and dress appropriately. The wearing of dangling earrings, piercing, and other jewelry may draw the attention of clients and cause the client to respond inappropriately, subsequently causing the staff person personal injury.

## **Compliance**

Administrators and Directors are responsible for ensuring their departmental personnel are in compliance. Supervisors reserve the right to send any person home to change clothes that violates any part of the dress code policy. The time spent away from work for this reason will be deducted from one's scheduled hours. Where an employee's clothing is questionable, the Program Administrator or the Program Director has first discretion in determining if an employee's attire is non-compliant. If an employee wishes to express concern about a coworker's attire, they should contact their immediate supervisor and inform them of their concern. The employee should not address this situation with the co-worker. If, after meeting with the employee, the supervisor determines that the attire is inappropriate for the particular situation, the supervisor will discuss appropriate action with their supervisor and a determination will be made. In situations where non-compliance is determined, the employee will be instructed to leave the work environment and change their clothes and then return back

to their work environment. The employee will not be compensated for this time away from the work site.

*In situations where an employee has violated this policy on multiple occasions, the employee is subject to disciplinary action, up to and including termination.*

### **Employee and Client Safety Concerns**

Choices in Community Living, has a responsibility to provide its employees and clients a safe work environment, while attempting to provide employees the flexibility to be comfortable. To this end and to ensure that we meet our moral and legal obligations, we encourage employees to not wear expensive personal items or clothing in the work environment. In addition, we encourage employees not to wear items that are not necessary for the completion of their normal work activities (i.e. non-prescription glasses, etc.). Appreciating the rights of our employees to express themselves, we caution that employees with piercings be aware that client behaviors may include grabbing or hitting and could result in injury to the pierced site. It is common for employees to wear facial piercings in the work environment, and that is expected to a certain degree, but employees should consider, for their safety and the safety of our clients, if it is appropriate for the item(s) to be worn, and then act accordingly. Always think safety first!

### **Damaged or Broken Personal Items**

Choices in Community Living will not be responsible for items that are lost, stolen, damaged, or broken in the work environment. In addition, employees are responsible for the security of their valuable items while they are fulfilling the duties and responsibilities of their position. It is understood that unusual situations occur that could not have been foreseen. In situations of this nature, Choices in Community Living will review the specifics of the situation and make a determination as to the appropriate action to be taken.

**Choices In Community Living**

**DRESS CODE**

**FOR**

**ADULT DAY SERVICES**

**AS OF SEPTEMBER 27TH, 2007, DURING WORK HOURS WITH THE ADULT DAY SERVICES PROGRAM, UNIFORM SHIRTS WILL BE WORN WITH NO EXCEPTIONS UNLESS APPROVED BY SUPERVISOR.**

**EACH SHIRT WILL BE WORN WITH NAVY BLUE OR BLACK SHORTS/PANTS. NO TIGHT SHORTS OR PANTS PERMITTED UNLESS THEY ARE STRETCH AND DESIGNED FOR THE GYM.**

**TENNIS SHOES WILL BE WORN DURING WORK HOURS. FOR SAFETY PURPOSES, SANDLES/FLIP FLOPS WILL NOT BE PERMITTED.**

**A BATHING SUIT WILL BE WORN DURING SWIM HOUR. ANYTHING ELSE MUST BE APPROVED BY YOUR SUPERVISOR AND GYM FACILITY.**

**THANK YOU,**

**KELLY DEFIBAUGH**

**PROGRAM ADMINISTRATOR**