


Category:	Workplace	<p style="text-align: center;">INCA Community Services, Inc. Agency Policy</p> 
Sub Category:	Personal Appearance	
Effective Date:		
Revised Date:	11/30/2016	
Forms:	Acknowledgement Form	
Responsible: Supervisors and Management		
Additional Policies: Agency Dress Code		

Office Professional Personal Appearance (Dress Code) Policy

Purpose/Introduction

As an office or management staff for INCA Community Services, you represent our agency to the people we serve, your co-workers and all visitors, as well as to the entire community. As an agency, we seek to communicate an image of professionalism to all with whom we come in contact; therefore, your appearance and demeanor must be professional at all times. A professional appearance is essential to a favorable impression with customers, regulators and vendors. Good grooming and appropriate dress reflect employee pride and inspires confidence. Office Professional applies all office staff, not specified in another program.

Guidelines

- Staff is required to be neat, clean, and professional.
- Staff's clothing must not be wrinkled, holey, torn, ripped, patched, frayed, dirty, stained, faded, discolored, missing buttons or pockets, or unprofessional.
- Staff's clothing must fit correctly; no clothing that is too tight or too loose is permitted.
- Staff is expected to have good hygiene at all times.
- Makeup is to be worn in moderation.
- Hairstyles, hair color, beards, moustaches, sideburns and other appearance-related items should present a neat and professional style (no extreme non-natural hair coloring allowed.)

Slacks, Pants, Shorts, Capris, and Jeans

- Suit pants and slacks (similar to Dockers and other makers of cotton or synthetic material pants,) and dressy mid-calf or longer Capri's are acceptable.
- Inappropriate pants include any that are sagging, low-cut (no skin showing above pants in front or back), too tight, wrinkled, holey, fringed, frayed, stained, washed out, torn, patched or too long. May not contain inappropriate writing or graphics.
- Sweatpants, exercise pants, shorts, skorts, bib overalls and any spandex or other form-fitting pants are always inappropriate.
- Leggings cannot be worn as pants.
- Jeans are not considered office professional attire, but may be worn by office staff on business casual days in which they will not be participating in the following:
 - Agency trainings;
 - Agency Meetings (Board Meetings, Advisory Council Meetings, Team Meetings);

- Professional Community Events and Functions;
- Representing the agency in the community;
- Training or Business Conferences;
- Audits/reviews or when interaction with state and/or local officials is anticipated.

Skirts, Dresses, and Skirted Suits

- Casual dresses and skirts split at or below the knee are acceptable.
- Dresses and skirts should be at a length at which you can sit comfortably and appropriately in public.
- Short, tight skirts that ride up the thigh are inappropriate for work.
- Mini-skirts, sun dresses, beach dresses and spaghetti-strap dresses are inappropriate for the workplace.
- Exposure of cleavage or midriff is not acceptable.

Shirts, Tops, Blouses, and Jackets

- Dress shirts/blouses, sweaters, casual shirts/blouses, turtlenecks and sleeveless shirts, collared polo-shirts are acceptable attire for work.
- Most suit jackets or sport jackets are also acceptable attire for the office.
- Inappropriate attire for work includes tank tops, spaghetti strap tops, midriff tops, tee-shirts, halter-tops, tops with bare shoulders, strapless “tube” tops, undershirts and wrinkled shirts.
- Exposure of cleavage or midriff is not acceptable.
- T-Shirts are inappropriate attire.
 - Special Agency or event tee-shirts only allowed for identified days approved by the program director.

Scrubs

Scrubs are not acceptable.

Footwear

- Dress heels (including peep-toe pumps and sling-back pumps), dress flats, loafers, boots and leather deck-type shoes, are acceptable for work.
- Dressy sandals and dress mules are acceptable but not preferred.
- Athletic and walking shoes are acceptable with business casual attire.
- All footwear must be in good repair, clean, and, if applicable, polished.
- Flimsy Sandals, flip-flops, soft-soled slippers, Crocs and house shoes are not acceptable in the office.
- Shoes must be worn at all times.

Tattoos

- No visible tattoos or other body art (such as a surgically implanted ball bearings, spikes, and the like) are permitted in the workplace.
- Bandages may be used to cover them as long as the bandage matches the skin color and does not cover more than three inches of skin. Bandages or multiple bandages that cover the entire arm or leg are not acceptable. Pants and long sleeved shirts must be worn.
- Hair or makeup may also be used to cover tattoos.
- Exceptions may be made for employees who have small not-offensive tattoos that cannot easily be covered by standard clothing or hair (wrist, fingers, top of hand, neck, etc.) All exceptions require the approval of the Program Director.

Jewelry

- Jewelry should be worn as appropriate to the work environment.
- Accessories should neither detract from a professional image nor be a safety risk to yourself or others.
- Extreme jewelry is prohibited (ear gauges, facial piercings, tongue rings).

Exceptions

Certain special circumstances (e.g., mowing, weed eating, washing vehicles, extensive cleaning days, special outdoor activities, etc.) may warrant relaxing your specific dress code guidelines and expectations, at the discretion of the Head Start Director.

If the local weather forecasts the high temperature for the day to be below 33 degrees or there is significant ice or snow on the roadways, then jeans, sweaters, boots, etc. are allowed for the day.

Policy Violations

If the attire is considered offensive to other staff or the supervisor they will be asked to go home and change clothing to carry out their duties

If questionable attire is worn in the classroom, the respective supervisor/manager will hold a personal, private discussion with the employee to counsel the employee regarding the inappropriateness of the attire.

If attire deemed unacceptable (if questionable attire is worn a second time after a discussion where it was deemed unacceptable) is worn in the office, the supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.

Repeated policy violations will result in disciplinary action, up to and including termination.

We will make every effort to accommodate employees' religious or national customs that affect the way they dress in the workplace. Each request will be considered on a case-by-case basis.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.