


Category:	Workplace	<p style="text-align: center;">INCA Community Services, Inc. RAVE 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		

RAVE Personal Appearance (Dress Code) Policy

Purpose/Introduction

RAVE staff members are expected to observe the **3 C's** for appropriate attire at work as follows:

COMFORTABLE – Staff is expected to interact with program participants. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to participate alongside their assigned individual during all daily activities.

CLEAN - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.

COURTEOUS - Staff members interact with program participants and family members on a daily basis and should dress professionally.

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.)

Shirts, Tops, Blouses and Jackets

- Dress shirts/blouses, sweaters, casual shirts, turtlenecks and collared polo-shirts are acceptable attire for work.
- Inappropriate attire for work include tank tops, spaghetti strap tops, midriff tops, Strapless "tube" tops, halter tops, tops with bare shoulders, undershirts and wrinkled shirts.
- Exposure of cleavage or midriff is not acceptable.
 - T-shirts are not recommended but acceptable.
 - T-shirts can be any color except white and must fit neatly.

- They must not consist of any offensive logos, pictures, slogans or printed material.
- Must be a thick cotton material that is not see-through.

Slacks, Pants, Shorts, Capris, and Jeans

- Suit pants and slacks (similar to Dockers and other makes of cotton or synthetic material pants)
- Dressy mid-calf or longer Capri's are acceptable
- Nice jeans are acceptable; they should be neat and fit appropriately.
- Inappropriate pants include those that are:
 - With holes, torn spots, patched or washed out anywhere;
 - Sagging, low cut (no skin or underclothing showing above pants in front or back);
 - Too tight, too loose, too baggy;
 - Fringed, frayed or so long you walk on them;
 - Contain any inappropriate writing or graphics/
- In addition, sweatpants, exercise pants, shorts, skorts, leggings and any spandex or other form-fitting pants are always inappropriate.

Dresses and Skirts

- 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 and they do not obstruct your ability to walk, bend, stoop, kneel, or interact.
- Short, tight skirts that ride up the thigh are inappropriate for work.
- Denim is allowable.
- Mini-skirts, sun dresses, beach dresses and spaghetti-strap dresses are inappropriate.
- Exposure of cleavage is not acceptable.

Shoes

- Closed-toe and closed heel shoes are required. All shoes must be in good repair, clean and if applicable polished.
- Shoes with low heels may be worn including dress flats, loafers, boots, and leather deck-type shoes are acceptable for work.
- Athletic or walking shoes are acceptable for work as long as they are clean and the laces are tied.
- Sandals, thongs, flip flops, high heels, open toed, slippers, mules, Crocs, house shoes or backless shoes or sandals are not acceptable.

Tattoos

- Tattoos must be covered at all times.
 - 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.

Jewelry

- All jewelry is to be worn in moderation, must be tasteful and professional at all times; excessive amounts may be disapproved by the supervisor.
 - Gauged ears are not acceptable.
 - Facial piercings must not exceed a 16 gauge.

- Facial piercings are to be small and clear in color (matching skin color can be worn); hoops and bars are not acceptable.
- Facial piercings are limited to the eyebrow, nose, and around the mouth including lips. Unacceptable facial piercings are the bridge, anti-eyebrow, septum, medusa, labret, third eye, and eyelid.
- Facial piercings are not recommended and must be preapproved before wearing.
- Tongue rings must be small and clear. They cannot obstruct or impede speech.
- If the supervisor feels that the ear, facial, or tongue piercing is too big or not within the guidelines then they have the authority to ask it to be removed or to send the offender home.

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 RAVE Director.

Office Professional Attire

Office Professional attire is mandatory for all staff present during:

- Trainings
- Employee Meetings
- Professional Community Events and Functions
- Business Conferences

Use the Office Personal Appearance Dress Code for more information.

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 duties.

If questionable attire is worn, 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.