

# Employee Dress Code Policy

Core Services takes pride in providing professional services to people supported at all times. The manner in which one dresses reflects that pride and quality of services. All employees of Core Services are expected to dress and groom themselves in a manner suitable for their particular position in the agency. We ask that all employees use good judgment and discretion in the choice of what is worn at work. When an employee is attired in a manner that does not meet the dress standards, or is likely to cause disruption or interference with service delivery, the employee will be sent home and not allowed to return until he/she is properly attired or groomed. Under such circumstances, employees will not be compensated for the time away from work. Additional consequences may also be administered.

**Specific guidelines for employees are as follows:**

1. Shoes must be worn at all times because of health and safety reasons. Footwear should be appropriate to the employees work area.
   1. When working in homes, employees must wear shoes with an enclosed toe and be completely secured, i.e. no backless shoes allowed. No sandals, slides, or flip-flops.
2. Shirts, tee shirts, or caps with pictures, drawing/s, words or implied references to illegal substances, drugs, alcohol, tobacco, vulgar or profane language, sexual connotations, violence or questionable slogans may not be worn.
3. Muscle shirts, tank tops, midriff shirts, halter-tops and spaghetti strap tops are not appropriate in the workplace. Tops may be sleeveless; however, they must have a minimum 2" shoulder seam. (They may be measured by the width of a credit card or bankcard). The material must be at or near the base of the neck as to modestly cover the chest area. The wearing of coats or jackets over inappropriate tops or any material that allows inappropriate attire to be seen is not acceptable.
4. The length of shorts, skorts, dresses, and skirts must be moderate and appropriate for the work area. Clothing items, including slits, must be no shorter than 2” above the kneecap level around the leg.
5. Pajamas are not permitted.
6. Clothing must fit appropriately, no skin-tight or extreme looseness allowed.
7. All clothing must appropriately cover. If garment contains holes, they should not be large enough or placed in a location that allows for inappropriately visible skin.
8. Clothing which allows undergarments to be visible are not allowed. Pants must be at or near the waist. Clothing must not expose the stomach, midriff, or back area.
9. Undergarments must be worn at all times.
10. The wearing of personal adornments or embellishments that may be disruptive, cause health/safety issues, or may be related to gang attire is not acceptable. This includes but is not limited to body piercing, tattoos and hair color.
11. Core Services advises against the wearing of jewelry and therefore assumes no responsibility if injury should occur or if the jewelry is lost, stolen or damaged while employee is on duty.
12. Scrubs are discouraged because of their association with a medical facility, which Core Services is not. Scrubs are permitted to be worn by medical staff such as the Registered Nurse.
13. When attending meetings with outside family and/or other agencies, dress appropriate to the setting.
14. Remember while on duty, you are representing not only yourself, but Core Services as well.
15. Personal Hygiene – It is the right of people to be cared for and served by staff who maintain high standards of personal hygiene and a related right of co-workers to expect a non-offensive and non-allergenic work environment. Employees should report at the beginning of each shift with, and maintain throughout their shift, clean clothing, being free of body odor or excessive perfume, cologne, aftershave, fragrance, or tobacco odor, and with a clean face, hands, and fingernails.

The Management Team Will Decide What Is Appropriate in Each Case. Core Council will be consulted on any changes to this policy.