**27. Dress Code**

**A. Policy Statement**

**1)** East Missouri Action Agency considers it very important that employees are well groomed, neat, and dressed appropriately for their job function; a dress code must be followed that is appropriate to the work environment. EMAA has adopted a Casual Dress Code Policy.

**2)** Program Directors have the discretion to determine appropriateness in appearance. Supervisors should communicate their department’s workplace attire and appearance guidelines to staff during the orientation and evaluation period. Any questions about the department’s guidelines for attire should be discussed with the immediate supervisor. East Missouri Action Agency reserves the right to amend this policy at any time.

 **B) General Guidelines**

1. EMAA wishes to provide a work environment that is free of safety hazards, offensive behavior, and harassment of any kind. Therefore, the following clothing is NOT ACCEPTABLE: spandex; bare feet; shorts/skirts/skorts more than 3 inches above the knee, pants or skirts worn below the waistline; bare midriff; sexually provocative clothing; clothing with profanity, nude or semi-nude pictures; sexually suggestive slogans, cartoons, or drawings; the observable lack of undergarments; exposed undergarments; pants that are too long and drag the floor. Employees are expected at all times to present a professional image to clients, visitors, customers, and public.
2. Managers and Supervisors are responsible for ensuring that departmental personnel are in compliance with the Dress Code. Supervisors reserve the right to send any person who violates any part of the dress code home to change clothes. Hourly-paid employees must utilize leave time if they are sent home because of failure to comply with designated workplace attire standards. The time spent away from work for this reason will follow Attendance Policy guidelines.
3. In the event there are violations of this policy, the following actions may occur:

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| 1st Violation | Verbal Warning |
| 2nd Violation | Written Warning |
| 3rd Violation | Suspension |
| 4th Violation | Termination |

1. This list is provided for illustrative purposes only and not for the purpose of limitation. The list is based upon EMAA’s safety concerns and the desire to maintain an atmosphere which is free of harassment of any kind.

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| **Appropriate** | **Inappropriate** |
| Khakis or Corduroys, dress pants, Jeans (May not be excessively tight or revealing. **If jeans are ripped must not show any skin in the ripped parts. Fraying must be minimal and will be allowed as long as it is not the entire jeans or a safety hazard.** skorts/skirts/shorts no more than 3 inches above the knee **(no athletic shorts/skirts/skorts**) , Capri’s, dresses, pantsuits**Bib overalls** | Sweatpants, leggings, exercise wear, spandex, Skorts/skirts/shorts more than 3 inches above the knee, low rise or hip hugger pants or jeans Halter dresses |
| Polo collar knit or golf shirts, Oxford shirtsNicely kept T-shirtsAgency logo wearPullovers/**hoodies**, Sports Coats, SweatersButton up shirtsShort-sleeve blouses or shirts**Cold shoulder shirts (office personnel only)** | Unkempt T-shirts or sweat shirtsExercise wearCrop tops, Midriffs, spaghetti straps, tank topsHalter tops, Strapless shirts**Shear shirts (without appropriate undergarments)**(anything with inappropriate bare skin showing) |
| Dress shoes, loafersBoating or deck shoesCasual, open back shoes, athletic shoesOpen toe shoes, Sandals, Boots | Flip flops (rubber/beach wear)Sandals with heels more than 4 inches |

1. Employees may wear nicely kept tee shirts or sweat shirts with logos. The regular prohibition against pictures or wording that is suggestive or otherwise offensive in nature will still apply. **Head start centers are allowed to wear nicely kept tee shirts/sweat shirts with cartoon characters on them.**
2. **Employees in the head start centers, kitchen, and women’s wellness centers are allowed to wear scrubs. Office staff is not allowed to wear scrubs. The scrubs cannot be skin tight or revealing in any way. Must have appropriate patterns for the tops, and solid colors for the pants.**
3. Staff conducting or attending meeting or seminars or who know they will come in contact with other business professionals, are expected to represent the Agency in a professional manner and dress appropriately in business casual for conducting such business. **Business casual does not include jeans and t-shirts, it must be professional looking.**
4. **Body piercing jewelry will be limited to no more than 2 facial piercings (example: tongue ring and nose ring). Piercings in the ear are allowed, but if ears are gauged then you must limit the size of the gauge to no more than an 8mm.**
5. Tattoos must be appropriate in content, obscured as much as possible, and in keeping with a professional image. **Executive Director has final determination in the event of any discrepancies.**
6. **Hair color is allowed in good fashion and must be clean and well kept. Bright colors are limited in portions, such as cannot cover the entire head, but hi-lights, peek-a-boos, and streaks are allowed. Must limit bright hair color to one color.**
7. **Any type of religious and/or political apparel is not allowed. In the event any employee requires an accommodation to EMAA’s dress code policy due to religious beliefs, such request for an accommodation should be placed in writing and submitted to the Executive Director.**

**C. Non Office Personnel**

The same guidelines apply to non-office personnel. Any employee who performs any work assignments in Construction, Maintenance or at the Senior Center or in a kitchen should dress for safety. Shoes should be closed toe (preferably steel toe for construction or maintenance). All PPE (personal protective equipment) should be used to prevent serious injury.

**D. Personal Hygiene**

Good personal hygiene is a must. Violations of the policy would be offensive perfumes or body odor. If an employee’s poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the employee in private and should point out specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.