

DRESS CODE

[From the EMAA Policy Manual]

A. 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, 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; ripped, frayed or disheveled clothing; 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:

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

4. This list (below) 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.

Appropriate	Inappropriate
Khakis or Corduroys, dress pants Jeans (must be clean, free of rips, tears, and fraying; must be uniform in color and may not be excessively tight or revealing) Skorts, Capris, Knee-length shorts Skirts, dresses, pantsuits	Sweatpants, leggings, exercise wear, spandex Shorts (not knee length), low rise or hip hugger pants or jeans Bib overalls Halter dresses Skirts, skorts, and dresses more than 4 inches above the knee
Polo collar knit or golf shirts, Oxford shirts, Tee shirts without logos Agency logo wear Pullover Button up shirts Short-sleeve blouses or shirts Turtlenecks Blazers or sport coats, Jackets or sweaters	T-shirts or sweat shirts with logos, pictures, cartoons or non-agency wording Exercise wear Crop tops, Midriffs, spaghetti straps, tank tops Halter tops, Strapless shirts (anything with inappropriate bare skin showing)
Dress shoes, loafers Boating or deck shoes Casual, open back shoes, athletic shoes Open toe shoes, Sandals Boots	Flip flops (rubber/ beach wear) Stilettos

5. On Fridays employees may wear tee shirts or sweatshirts with other logos. The regular prohibition against pictures or wording that is suggestive or otherwise offensive in nature will still apply.
6. 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 for conducting such business.
7. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
8. Tattoos must be appropriate in content, obscured as much as possible, and in keeping with a professional image.

C. NON OFFICE PERSONNEL

The same guidelines apply to non-office personnel. Any employee who performs any work assignments in Construction, Maintenance or Restaurant 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 and 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 the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.