


<b>DHHS Dress Code Policy</b>	
Issue Date: October 27, 2017	
Effective Date:	October 27, 2017
Signature:	 Courtney N. Phillips, PhD Chief Executive Director Department of Health and Human Services

**Purpose:**

To provide consistent guidelines for DHHS employees in regard to dress code.

**Policy:**

It is important for all employees to project a professional image while at work by being appropriately attired.

Employees are expected to be neat, clean and well-groomed while on the job. Clothes should be free of holes and wrinkles. Proper hygiene is also required.

Clothing must be consistent with the standards for a professional work environment and must be appropriate to the type of work being performed in accordance with their own particular work area. Appropriate can be defined as casual, business casual, professional, uniforms required by a specific work unit, or other style appropriate for the type of work performed and extent of customer contact.

Administrators and managers will be responsible for defining what is appropriate for particular work areas under their direction, with the approval of the Division or Agency Director, including the necessity for protective clothing related to safety sensitive jobs, medical or health code reasons.

As a general policy: clothing such as: T-shirts (unless specifically authorized), halter/strapless tops, tank tops/camisoles (worn without an additional outer layer of clothing), muscle shirts, micro skirts, shorts (unless specifically authorized), or pants low enough or worn low enough to reveal under garments are not considered appropriate attire for the workplace.

Flip flop/pool or beach shoes, workout clothing (spandex pants/tops, yoga pants, sweatpants/ gym-shorts etc.) worn as outer wear, and any attire displaying vulgar pictures or words including but not limited to: swear words, and/or tobacco, illegal drugs and/or alcohol images are not allowed to be worn in the workplace during work time/office hours.

Disregarding this policy may be cause for disciplinary action, which could result in termination.