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## APPEARANCE AND DRESS

HSWC, Inc. believes that employee appearance and dress should reflect the employee's work assignment and the Agency philosophy of providing a positive learning environment for children. Employees should dress to present a good role model that promotes respect for oneself and the agency; allow flexibility to perform job duties; and adhere to health and safety standards as required by State and Federal regulations. While HSWC, Inc. does allow casual dress; all employees are required to project a neat, polished, well-groomed appearance.

The following list includes examples of attire that are unacceptable for the HSWC, Inc. workplace:

- Dresses/ Skirts that are more than 3 inches above the knee.
- Gym shorts, short-shorts, cut-offs (shorts are acceptable at mid-thigh length or longer)
- Halter tops, tube tops, spaghetti strap tops or sundresses.
- Tank tops (sleeveless shirts are acceptable if the fabric covering the shoulder is at least 3 inches wide – collar to shoulder)
- Shirts that expose the midriff.
- T-shirts or Tattoos with explicit print / pictures.
- Leotards.
- Provocative, low-cut, or see-through shirts.
- Muscle shirts.
- Skin tight clothing .
- Clothes with holes or frays.
- Rubber flip flops, slippers.

Footwear should be well-maintained and appropriate for duties performed. For safety purposes, kitchen staff must wear leather shoes that cover the entire foot.

Employees regularly working in public sites and representing HSWC, Inc. at community meetings should be particularly conscientious of their appearance and dress. Employee appearance is part the overall impression of our agency in the eyes of the community, children and families that we serve.

HSWC, Inc. is confident that employees will use good judgement in following the guidelines provided in this policy. However, this is not an all inclusive list; thus, HSWC, Inc. reserves the right to determine appropriateness. Employees violating the appearance and dress policy will be sent home to change into acceptable attire. During this absence, the employee will be required to use leave time or unpaid leave (part-time & temporary employees). If an employee is sent home to change attire three times, they will receive a written warning that will be placed in their personnel record. Employees violating the policy after receiving a written warning will be sent home for the day without pay and will be subject to further disciplinary action.