

The Village for Families and Children

Effective: October 1, 2023

DRESS CODE POLICY

At The Village for Families and Children, Inc. (Village), we believe that neat and appropriate attire is conducive to a work environment and positive external relations. It is essential that we establish and maintain professional appearance by all employees to instill confidence and to provide an environment in which clear identification of Village employees and their roles will enhance all client and employee interactions. The purpose of this policy is to support a work environment that is appropriate, comfortable, and inclusive for all Village staff. The policy articulates The Village's "Dress for Your Day" philosophy and provides a flexible and reasonable dress standard for staff.

GENERAL INFORMATION

During working hours, employees are expected to dress appropriately for their individual roles and to be neatly groomed. In considering what is "appropriate" each employee should take into account what internal and external customers might expect from him/her, and the nature of the employee's work, safety, environmental surroundings and practicality.

The Dress for your Day policy allows for employees' discretion to select appropriate dress for the business of each workday. Employees are allowed to wear casual dress on workdays when they do not have meetings with funders, prospective funders or other outside third parties (i.e., court, probation officers, judges, attorney's, etc.). When involved in any such meetings, employees are expected to wear business attire. While dress for your day is intended to be relaxed, the expectation is that employees will nevertheless wear clothing appropriate for an office environment. Traditional office attire is always acceptable.

On occasion, if visitors are expected, all staff may be required to forgo Dress for your Day and will be required to wear office attire/business casual or professional business attire. These days will be announced well in advance so employees can plan accordingly.

Dress for your Day clothing and appearance must:

- Be neat, clean, and professional
- Not expose an excessive amount of skin

DEFINITIONS

Dress for Your Day is:

- If your day consists of working exclusively with your clients and co-workers, the more casual approach is fine, and jeans are acceptable. Darker jeans tend to be more professional.
- If you will be meeting with funders, prospective funders or other outside third parties, the more traditional level of office attire (business casual) is best.
- If you have a big day, conducting a presentation for funders and/or prospective funders or funders or other outside third parties (i.e., court, probation officers, judges, attorney's, etc.) you should wear something a bit more formal.

Office attire/Business casual is Dress pants, corduroy, capris, or docker-style and khaki pants. Button-down shirts, polo shirts, blouses, sweaters, turtlenecks, office appropriate knit tops. Dress shoes, loafers, dressy sandals, dress boots, sneakers, and clogs.

A big day/professional business attire is Suits, dresses, skirts of appropriate length, blazers, or sport coats. Collared button-down shirts, long or short sleeve blouses. Dress shoes, pumps, dress sandals or boots.

Employees' discretion/good judgement is the clothing is suitable for the work being performed and represents both the individual and The Village in a positive light. Good Judgment should also leave the staff member feeling empowered and encouraged to express their personality, culture, religion, heritage, and Village pride.

PROCEDURE

The following standards will apply to all employees at all times, unless working in program/department with an anomalies dress code: *Please note: These are examples and not an exhaustive list; when in doubt, consult with HR.

- All shirts/blouses/dresses must have necklines that are not low cut, and not be of sheer or see-through material. Midriffs will be covered at all times.
- The following clothing items are not allowed in the workplace:
 - Denim jeans with holes, rips, fraying or stains.
 - Casual shorts, skorts, overalls, workout clothes, yoga pants, or sweatpants.
 - Spandex, leggings, or skintight clothing. Leggings must be worn with an appropriate length dress or skirt.
 - T-shirts must be free of offensive language/pictures/slogans/inappropriate insignias/or political statements, including references to drugs and/or alcohol.
 - Low-cut necklines or see-through blouses and shirts.

- Exposed undergarments.
- Halter, midriff-cut/crop tops, tank tops/muscle shirts, hoodies, beachwear, sports jerseys.
- Strapless tops or dresses.
- Short dresses and skirts. Length should be at which you can sit comfortably in public.
- Footwear should be appropriate for a business environment. No scuffed and worn shoes, slippers, crocs, beach flip flops, or slides.
- Hairstyles should be neat, clean and professional. Likewise, facial hair should be trim and neat.
- Tattoos and body piercings should be covered if there is images/language that are offensive.**
- Hats and head covers are not to be worn in the office. **
- Employees are required to wear their Village identification badges in a way that is visible to consumers and external customers.

**Items that are required for medical/accommodation purposes, religious purposes or to honor cultural tradition are allowed. Religious dress may include clothing, head or face coverings, jewelry, or other items. Please work with Human Resources to request a religious accommodation or to consult on appropriate accommodations.

Employees are expected to conform to the standards of personal appearance of the environment in which they are working when working off The Village's premises (i.e., in hospitals, etc.).

DRESS FOR YOUR DAY ANOMALIES MAY INCLUDE:

- Programs/departments that have established guidelines for appropriate dress within their specific program (i.e., residential, medical staff, extended day staff, foster care, PAT, Child First, RTFT, pre-school and property management).
- Knee-length shorts, which are generally not appropriate for normal workdays, but may be reasonable for certain tasks, such as outdoor activities and events, or during summer months when working in non-air-conditioned buildings.
- Exercise gear is generally not appropriate, but may be worn when participating in wellness, or recreational activities.
- Heavily scented lotions, perfumes, and colognes should generally be avoided, as some people have scent allergies and sensitivities. Where specific disability accommodations have been put into place, use of such products may be formally restricted.

VIOLATIONS OF THIS POLICY

Employees who appear for work dressed inappropriately will be sent home and directed to return to work in proper attire. In such a case, an employee will not be considered working, and must use benefit time or make up the time away from work. Repeated infractions of this policy may result in disciplinary action, up to and including termination.

Employees should consult with their manager if they are not clear about what constitutes appropriate attire.