



Standard Operating Procedures (SOP)

General Operations – Administration

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Title of SOP Author	Executive Director	Date of Approval	9-2014

Policy	Dress Code and Professional Image
Purpose	YVEDDI employees are expected to represent the organization in an exemplary manner both in conduct and appearance during business hours or when representing the YVEDDI. It is the policy of YVEDDI that employee dress and grooming shall be appropriate to the nature of each individual's work, while emphasizing safety, comfort, productivity, conservative style and professionalism.
References	None
Scope	<p>The type of attire within the agency considered acceptable varies with the particular assignment or program. Program Directors are authorized to create program specific Dress Codes to meet program specific safety or operational needs and may authorize relaxed days as appropriate. Any addition to this Code must be approved by the Executive Director prior to implementation. These program specific codes will be attached as an addendum to this policy and distributed as such.</p> <p>Program Directors and Supervisors are responsible for enforcing dress and grooming standards in their areas of responsibility. This also includes counseling employees whose appearance is inappropriate or unsafe by program standards. Program Directors and Supervisors have the authority to send employees home to change clothing to become compliant with the Professional Image/Dress Code and require the employee to use accrued vacation time for the time out of the office. The Executive Director has ultimate authority in resolving any dispute.</p> <p>Frequent and intentional disregard of this policy may result in disciplinary action, up to and including dismissal.</p>
Definitions	None
Procedure	<p>Uniforms:</p> <ul style="list-style-type: none"> • Employees who are required to wear a uniform must be in complete uniform while on duty. Uniforms should always be fresh, clean and neatly pressed, with shirt tails tucked in. <p>Hygiene:</p> <ul style="list-style-type: none"> • Employees shall maintain their personal appearance in a clean and neat manner. • Hair should be clean, combed and neatly trimmed or arranged. • Personal hygiene habits must be maintained to minimize body odor unless prohibited by sincerely held religious beliefs. In addition, strong-smelling perfumes, cologne and body lotions are discouraged. <p>The following items are examples of inappropriate attire, but are not limited to:</p> <ul style="list-style-type: none"> • Slippers (except if medically required with a doctor note). • Shower shoes; beach shoes; athletic/tennis shoes; flip-flops (an open type of footwear, consisting of a flat sole held loosely on the foot by a Y-shaped strap that passes between the first and second toes) • Clothing that exposes undergarments, the stomach, midriff or waistline area.



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	<ul style="list-style-type: none"> • Sleeveless tops or shirts unless worn with a shrug or jacket. • Shorts, skirts, dresses shorter than 3 inches above the knee. • Clothing with spaghetti, narrow or no straps that expose the back or shoulders, unless worn with a jacket. • Sheer or lacey fabrics (unless with appropriate opaque layering). • Clothes generally used for recreation or exercise (i.e., camouflage, sweat pants, wind suits, tank tops, spandex pants or tops). • Leggings when worn with tops shorter than 3 inches above the knee. • T-shirts, hats or caps that advertise or endorse products, sports teams or entertainment (small logos identifying the brand are acceptable). • Clothing that is obscene, suggestive, demeaning, or advocates the use of violence, alcohol, tobacco, or drugs. • Tattoos are to be covered at all times • Visible facial piercings. • Any unsafe attire. • Hats and other headwear may not be worn indoors. • Jeans, except when prior approved for special events <p>Other dress code considerations include the following:</p> <ul style="list-style-type: none"> • Clothing should be appropriate for the office environment, should be clean, in good repair, and fit properly. • Clothing/shoes should be selected to promote reasonable safety. Since a number of our buildings and our work in the community require navigating stairs and uneven pavement, employees should avoid shoes that may cause difficulty on these surfaces. Stiletto heels, open back shoes and open toe shoes of any style may pose a safety hazard in certain conditions or during emergency evacuations of the workplace. Caution should be taken. <p>Exceptions:</p> <ul style="list-style-type: none"> • Reasonable accommodations shall be made by the appropriate supervisor for those employees who because of a sincerely held religious belief of a recognized religious organization, cultural heritage, or medical reason, request a waiver of a particular part of this policy for dress or appearance. The waiver request must be made in writing and signed by the employee and approved by the Program Director. A medical waiver request must be supported by a doctor's note specifying the reason for the request and the anticipated duration of the request. • In times of adverse weather conditions, such as ice and snow, employees should dress responsibly and maintain safety. • Casual Fridays (dress down day) will now become fundraising opportunities for the price of \$1.00 each day. Wellness days are free. Proceeds will be used to fund wellness activities or other projects collectively desired by the employees. Dress down attire may include nice jeans (no holes or rips), and a nice shirt, i.e. a polo or YVEDDI t-shirt and athletic/tennis shoes are allowed. Clothing must look clean and presentable. The Executive Director can relax the rules so long as they are relaxed for all Programs and employees equally. In the event we have visiting VIP's, casual Fridays may be rescheduled or canceled at the discretion of the Executive Director.
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