


Category:	Workplace	INCA Community Services, Inc. JAMM Policy 
Sub Category:	Personal Appearance	
Effective Date:		
Revised Date:	11/16, 06/30	
Forms:	Acknowledgement Form	
Responsible: Supervisors and Management		
Additional Policies: Agency Dress Code		

JAMM Transit Personal Appearance (Dress Code) Policy

Purpose/Introduction

JAMM Transit staff members are expected to observe the 3 C's for appropriate attire at work as follows:

COMFORTABLE – Staff is expected to interact with program participants. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to assist various riders with entering and exiting the vehicle, bags, or personal items.

CLEAN - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.

COURTEOUS - Staff interact with riders on a daily basis and should dress professionally.

Guidelines

- Staff is required to be neat, clean, and professional.
- Staff's clothing must not be wrinkled, holey, torn, ripped, patched, frayed, dirty, stained, faded, discolored, missing buttons or pockets, or unprofessional.
- Staff's clothing must fit correctly; no clothing that is too tight or too loose is permitted.
- Clothing and shoes must not contain any offensive slogans or pictures, e.g. profanity and nude or seminude pictures, offensive gestures, suggestive cartoons, political slogans, derogatory words, gang colors, or advertisements for any products or services.
- Staff is expected to have good hygiene at all times.
- Hairstyles, hair color, beards, mustaches, sideburns and other appearance-related items should present a neat and professional style (no extreme non-natural hair coloring allowed.)

Shirts, Tops, Blouses and Jackets

- Collared shirts are preferred.
 - Collared shirts can be any color except white and must fit neatly.
 - They must not consist of any offensive logos, pictures, slogans or printed material.
- T-shirts are not recommended but acceptable.
 - T-shirts can be any color except white and must fit neatly.
 - They must not consist of any offensive logos, pictures, slogans or printed material.

- Must be a thick cotton material that is not see-through.
- Low cut, tank tops, midriffs, and sleeveless shirts or blouses are not acceptable.

Slacks, Pants, Shorts, Capris, and Jeans

- Slacks are preferred. Black, blue, or tan slacks may be worn.
- Shorts, Jeans, and Capris are not recommended but acceptable.
 - They should be neat and fit. They cannot be too tight, loose, or baggy.
 - The bottom hem may not be fringed or frayed.
 - They must not contain any writing or graphics.
 - They must not have holes or torn spots anywhere.
 - Dark blue or black are preferred colors.
 - The length of shorts must be to the knee.

Shoes

- Shoes with low heels and closed toes may be worn.
 - Tennis or running shoes may be worn as long as they are clean and the laces are tied.
 - Sandals, thongs, flip flops, high heels, open toed, or backless shoes or sandals are not acceptable.

Tattoos

- Offensive, graphic, (scary) or vulgar tattoos are not acceptable and must be covered at all times.

Jewelry

- Jewelry should be worn as appropriate to the work environment.
- Accessories should neither detract from a professional image nor be a safety risk to yourself or others.

Office Professional Attire

Office Professional attire is mandatory for all staff present during:

- Trainings such as Preservice and In-Service
- Board of Directors Meetings
- Professional Community Events and Functions
- Training or Business Conferences
- Audits/reviews or when interaction with state and/or local officials is anticipated.

Use the Office Personal Appearance Dress Code for more information.

Policy Violations

If questionable attire is worn in the office, the respective supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.

