


Category:	Workplace	INCA Community Services, Inc. Personnel Policy 
Sub Category:	Personal Appearance	
Effective Date:		
Revised Date:	12/01/2015	
Forms:	Acknowledgement Form	
Responsible: Supervisors and Management		
Additional Policies: Office Professional Dress Code, Head Start Classroom Dress Code, JAMM Transit Drivers Dress Code, RAVE Dress Code		

Dress for Success

Dress Code, Guidelines, and Expectations

Purpose/Introduction

As an employee of INCA Community Services, you represent our agency to the people we serve, your co-workers and all visitors, as well as to the entire community. As an agency, we seek to communicate an image of professionalism to all with whom we come in contact; therefore, your appearance and demeanor must be professional at all times. We recognize the standards governing acceptable business attire continually change and because not all clothing is suitable for a professional service oriented environment, our Dress Code, Guidelines and Expectations to assist you in your selection of appropriate apparel for your program, position and daily responsibilities.

The wide variations in the nature of our work and our worksites form the basis for having multiple dress code guidelines and expectations. Therefore we have developed separate guidelines: Office Professional, Head Start Classroom, JAMM Transit Drivers, and RAVE guideline outlines the specific requirements for dress for employees in each category.

No dress code can cover all contingencies, so staff must use a certain amount of judgment in their choice of clothing. If you are uncertain about what is acceptable work attire, please ask your supervisor, the Human Resources Director or Program Director before wearing the clothing.

Agency Wide Guidelines

This is a general overview of mandatory guidelines that apply to all staff agency-wide. If you are uncertain about what is acceptable relating to these general guidelines, please ask your supervisor, the Human Resources Director or Program Director.

Grooming

All staff will maintain a clean, groomed, modest appearance and must smell appropriate. This also applies to personal hygiene. Hairstyles, hair color, beards, moustaches, sideburns and other appearance-related items should present a neat and professional style (no extreme non-natural hair coloring allowed). Nails should be clean and manicured.

Perfume and Cologne

Perfume, cologne, after-shave and fragrant lotions should be worn in good taste. Remember, some people are allergic to the chemicals in these substances so wear them with restraint.
Footwear
Shoes must be worn at all times. All shoes must be in good repair, clean, and, if applicable, polished. Closed-toe and closed-heel shoes are highly-recommended for all staff who deals with direct services. (See specific dress code.)
Accessories
Jewelry should be worn as appropriate to your work environment. Accessories should neither detract from a professional image nor be a safety risk to yourself or others. (See specific dress code). Extreme jewelry is prohibited (ear gauges, facial piercings).
Tattoos
<ul style="list-style-type: none"> Although we do not disallow tattoos, no visible tattoos or other body art (such as a surgically implanted ball bearings, spikes, and the like) are permitted in the workplace. Exceptions may be made for employees who have small, not-offensive tattoos that cannot easily be covered by standard clothing or hair (wrist, fingers, top of hand, neck, etc.) All exceptions require the approval of the Program Director.
Special Conditions
<ul style="list-style-type: none"> Certain special circumstances (e.g., moving, cleaning days, special outdoor activities, etc.) may warrant relaxing your specific dress code guidelines and expectations, at the discretion of the Program Director. If the local weather forecasts the high temperature for the day to be below 33 degrees or there is significant ice or snow on the roadways, then jeans, sweaters, boots, etc. are allowed for the day.
Office Professional Attire Mandatory
<p>Office Professional attire is mandatory for all staff present during any of the following:</p> <ul style="list-style-type: none"> Agency trainings; Agency Meetings (Board Meetings, Advisory Council Meetings, Team Meetings); Professional Community Events and Functions; Representing the agency in the community; Training or Business Conferences; Audits/reviews or when interaction with state and/or local officials is anticipated.
Reasonable Accommodations
The Human Resources Director and Program Director will make reasonable accommodations, consistent with business necessity to present a professional appearance to the Agency's Dress Code, Guidelines and Expectations for employees with medical conditions or certain religious beliefs.
Disciplinary Actions
<ul style="list-style-type: none"> All staff members are expected to comply with the Agency's Dress Code, Guidelines and Expectations specific to their jobs. If questionable attire is worn, the respective supervisor/manager will hold a personal, private discussion with the employee to counsel the employee regarding the inappropriateness of the

attire. Depending on the situation, the employee may be required to go home and change clothes.

- Repeated policy violations will result in disciplinary action, up to and including termination.

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.