


Category:	Workplace	INCA Community Services, Inc. RAVE Policy 
Sub Category:	Personal Appearance	
Effective Date:	08/01/18	
Revised Date:	11/16, 06/23	
Forms:	Acknowledgement Form	
Responsible: Supervisors and Management		
Additional Policies: Agency Dress Code		
RAVE Personal Appearance (Dress Code) Policy		
Purpose/Introduction		
RAVE 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 participate alongside their assigned individual during all daily activities.		
CLEAN - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.		
COURTEOUS - Staff members interact with program participants and family members on a daily basis and should dress professionally.		
Guidelines		
<ul style="list-style-type: none">• 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 as staff is a role model for our program participants• • Hairstyles, hair color, beards, mustaches, sideburns and other appearance-related items should present a neat and professional style (no extreme non-natural hair coloring is allowed)		
Shirts, Tops, Blouses and Jackets		
<ul style="list-style-type: none">• Scrubs are the preferred attire for one-on-one work with program participants, but is not required and is not suitable for office attire• Collared shirts are preferred for office attire and must fit neatly		

- Dress shirts/blouses, sweaters, casual shirts, turtlenecks and collared polo-shirts are acceptable attire for work
- Inappropriate attire for work include tank tops, spaghetti strap tops, midriff tops, strapless “tube” tops, halter tops, tops with bare shoulders, undershirts and wrinkled shirts.
- Exposure of cleavage or midriff is not acceptable
- T-shirts are not recommended for office attire but acceptable for one-on-one work with program participants
 - T-shirts can be any color except solid 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
 - Should not contain any writing or graphics that are inappropriate

Slacks, Pants, Shorts, Capris, and Jeans

- Suit pants and slacks (similar to Dockers and other makes of cotton or synthetic material pants) are preferred and suitable attire for work. Black, blue or tan may be worn.
- Shorts and jeans are not recommended, but are acceptable attire to work one-on-one with program participants. Shorts are not acceptable for office attire.
- Dressy mid-calf or longer Capri's are acceptable
- Nice jeans are acceptable, but not recommended and should be neat, fit appropriately and not be worn excessively for office attire.
- Inappropriate pants include those that are:
 - With holes, torn spots, patched or washed out anywhere;
 - Sagging, low cut (no skin or underclothing showing above pants in front or back);
 - To tight, to loose, to baggy;
 - Fringed, frayed or so long you walk on them;
 - Contain any inappropriate writing or graphics
- In addition, sweatpants, exercise pants, shorts, skorts or any spandex pants are always inappropriate.

Dresses and Skirts

- Casual dresses and skirts split at or below the knee are acceptable
- Dresses and skirts should be at a length at which you can sit comfortably and appropriately in public and they do not obstruct your ability to walk, bend, stoop, kneel, or interact
- Short, tight skirts that ride up the thigh are inappropriate for work
- Denim is allowable
- Exposure of cleavage is not acceptable

Shoes

- Closed-toe and closed heel shoes are required to work one-on-one with a program participant. All shoes must be in good repair, clean and if applicable polished
- Shoes with low heels may be worn including dress flats, loafers, boots, and leather deck-type shoes are acceptable for work
- Athletic/tennis or running/walking shoes are acceptable for work as long as they are clean and the laces are tied
- Sandals, thongs, flip flops, high heels, open toed, slippers, mules, crocs, house shoes or backless shoes or sandals are not acceptable for one-on-one work with program participants
- Shoes must be suitable for the job being performed by any staff

Tattoos

<ul style="list-style-type: none"> Offensive, graphic, (scary) or vulgar tattoos are not acceptable and must be covered at all times.
Jewelry
<ul style="list-style-type: none"> 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.
Exceptions
<p>Certain special circumstances (e.g., mowing, weed eating, washing vehicles, extensive cleaning days, special outdoor activities, weather, etc.) may warrant relaxing your specific dress code guidelines and expectations, at the discretion of the RAVE Program Director and must be approved prior to the special circumstance.</p>
Office Professional Attire
<p>Office professional attire is mandatory for all staff present during:</p> <ul style="list-style-type: none"> Trainings Employee Meetings Board of Director Meetings Professional Community Events and Functions Business Conferences or Trainings Audits/reviews or when interaction with state and/or local officials is anticipated <p>Use the Office Personal Appearance Dress Code for more information.</p>
Policy Violations
<p>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. If attire deemed unacceptable (if questionable attire is worn a second time after a discussion where it was deemed unacceptable) is worn in the office, the supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately. Repeated policy violations will result in disciplinary action, up to and including termination. We will make every effort to accommodate employees' religious or national customs that affect the way they dress in the workplace. Each request will be considered on a case-by-case basis.</p>
Dissemination of Policy
<p>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.</p>

STAFF ACKNOWLEDGEMENT

I acknowledge I have read the RAVE Dress Code, Guidelines and Expectations and understand INCA expects me to comply with these guidelines. I agree I want to be an exemplary employee and I will dress in compliance with the expectations set forth, as they apply to my specific job.

Staff Signature and Date