

## Title: Employee Dress Code

Effective Date: 2/17/02

Authorized By: Library Board of Trustees

Date of Last Revision: 4/14/23

Work attire should complement an environment that reflects a(n) \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ organization. As part of that effort, Anywhere Public Library requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. This policy is intended to define

\_\_\_\_\_. This dress code should be followed at all times when an employee is representing the library at any community activity, convention or other library event.

### General Guidelines

- Clothing should be neat and clean. Torn, dirty, or frayed clothing is unacceptable.
- Any clothing or accessory that has words, terms, or pictures that may be offensive to others is unacceptable.
- Clothing or attire must not interfere with the safe operation of duties or equipment.
- Piercings and tattoos are \_\_\_\_\_
- Undergarments should be covered at all times and should not be visible through clothing.
- Open toe shoes are not permitted as there is a significant safety risk.
- Library name tags must be worn and visible to patrons at all times.
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### Acceptable business attire

Men:

- sport coats or blazers
- slacks, chinos or dockers
- clean and professional jeans
- polo shirts
- button-down shirts with or without a tie
- sweaters and cardigans

Women:

- dresses
- skirts (no shorter than 2 inches above the knee)
- dress slacks
- dress capris (no shorter than mid-calf)
- clean and professional jeans
- blouses
- polo shirts
- sweaters

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### Unacceptable Attire

- jeans that are torn , faded or overly worn
- t-shirts
- logo clothing (except library branded logo wear)
- shorts
- athletic wear
- tank tops, tube tops, halter tops, spaghetti straps
- midriff tops
- off-the-shoulder tops
- stretch pants or leggings (unless worn under a skirt)
- backless top or other cut-out attire
- mesh clothing
- sweatpants and sweatshirts
- plunging necklines
- hats

### Personal Hygiene and Grooming

Employees are expected to meet the following standards or guidelines with respect to personal grooming and hygiene upkeep:

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### Exceptions

- Reasonable exceptions to the dress codes will be made for \_\_\_\_\_.  
Any employee who wishes to request an exception must contact Jane or Jill in the business office.
- T-shirts that have been approved as official library t-shirts may be worn at any time.
- Maintenance staff may wear jeans, shorts and appropriate t-shirts at any time.
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### Enforcement

\_\_\_\_\_ will be responsible for ensuring that all employees meet the dress code. Any employee found to be in violation of the dress code \_\_\_\_\_ be asked to leave work until they are in compliance with the policy. Employees will not be paid for time that they are away from the workplace for a dress code violation. Repeated violations of the dress code \_\_\_\_\_ result in progressive discipline up to and including termination.