

## **Proposed Tattoo Policy**

Community Services of Northeast Texas, Inc. (CSNT) expects all employees to exercise appropriate judgment regarding personal appearance. An employee's dress and grooming are to be most effective in the performance of their workplace duties. CSNT recognizes that personal appearance is an important element of self-expression and strives not to over control or dictate appropriate employee appearance, specifically regarding tattoos worn as a matter of personal choice.

In keeping with this approach, CSNT allows reasonable self-expression through personal appearance, unless

- a) it conflicts with an employee's ability to perform his or her position effectively or with his or her specific work environment, or
- b) it is regarded as offensive or harassing toward co-workers or others with whom CSNT conducts business and has contact.

CSNT permits employees to display tattoos at the workplace within the following guidelines:

Factors that management will consider when determining whether tattoos may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others, or damage to company property
2. Productivity or performance expectations
3. Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, political, or other characteristics or attributes of a sensitive or legally protected nature
4. Corporate or societal norms
5. Customer complaints

If management determines an employee's tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as covering tattoos.

An environment of cooperation, respect, and fair and consistent treatment for all employees is the company's goal. Nonetheless, the company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment.

As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions. If a solution cannot be reached, the Executive Director will resolve the issue. The Executive Director's decision is final.