

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 705 Personal Appearance/Dress Code

Effective Date: 9/1/2003

Revision Date: 12/19/2007 **7/18/2023**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Community Services presents to clients and visitors.

During business hours or when representing Community Services, you are expected to present a clean, neat, and professional/tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. Good personal hygiene standards must be adhered to at all times. This is particularly true if your job involves dealing with clients or visitors in person.

If your supervisor deems that your personal appearance is inappropriate, you will be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

The following professional business wear appearance guidelines should be followed in all Community Services locations:

- \* Shoes must provide safe, secure footing and offer protection against hazards. Open-toed shoes are not permitted in the centers where there is an active operating kitchen. Open-toed shoes and/or open-heeled shoes are not permitted in an active operating kitchen.
- \* All shirts must cover the employee's midriff at all times; tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- \* ~~Tattoos/body art must be covered during business hours and Community Services' functions~~
- \* Tattoos are allowed provided they are not vulgar or political. Body art such as nose rings, tongue rings and ear cuffs are not allowed. Belly rings are permissible as long as they are covered.
- \* Monday - Thursday, staff may wear jeans as long as an Agency marked shirt or other nice unmarked shirt is also worn. Specific to Center Directors and Family Service Workers on licensed campuses, you may also follow the "jean" guidelines with the exception of home visits and contact with the community outside the Center. In these cases, jeans are not acceptable.
- \* Friday shirts are not restricted to an Agency shirt.
- \* Jeans that are clean and in good repair are considered acceptable attire for the maintenance and kitchen staff, regardless of a marked shirt.
- \* Head Start Center Staff, except for the cooks or custodians ~~other than the Center Director and Family Service Worker,~~ may not wear scrubs. ~~All scrubs must be in good, clean condition. At the beginning of the 2008-2009 school year, scrubs will no longer be acceptable in the classroom.~~
- \* All personnel entering kitchen areas must wear a hair net.
- \* All personnel assisting in food preparation must wear gloves.

Any violation of this policy may lead to disciplinary action, up to and including termination.