

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: EMPLOYEE DRESS AND PERSONAL APPEARANCE POLICY

INTRODUCTION

It is the policy of the City of Taft that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Employees are expected at all times to present a professional, businesslike image to our community and the public. Acceptable personal appearance is an ongoing requirement of employment with the City of Taft. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

PERSONAL APPEARANCE STANDARDS

Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

Employees not required to wear uniforms are expected to be neatly dressed in appropriate attire for their position. Managerial and clerical staff should dress appropriately to meet the public in a casual business environment. Items such as Jeans, shorts, haltertops, tank tops, T-shirts, flip-flop sandals, suggestive attire, athletic clothing, novelty buttons, baseball hats, and similar items of casual attire do not present a businesslike appearance and should not be worn in the office.

Clothing that is torn, dirty, or frayed or clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate.

Extremes with respect to hairstyles and grooming may also project an unprofessional image. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.

Jewelry: Rings, necklaces, bracelets, and earrings are permitted, but must not be worn while performing work where they might present a hazard to the employee.

Tattoos and body piercings (other than earrings) should not be visible.

Any clothing, jewelry, or tattoo that conveys a negative statement toward a race, gender, sexual orientation, age, religion, disability, or is otherwise considered harassing or offensive is forbidden.

Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.

Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.

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SECTION 427

Casual Business Attire

At its discretion, the City of Taft may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are **not** permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

On Casual Friday, employees may wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Jeans in good condition may be worn on Casual Friday. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the Taft City logo is encouraged.

Makeup, Perfume, and Cologne

Some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

Any employee who does not meet the standards of this policy will be required to take Corrective action, which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy may also result in disciplinary action.

Effective Date
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