

Dress Code and Personal Hygiene Policy

POLICY: Dress Code and Personal Hygiene			
POLICY NUMBER:	300.11	CUSTODIAN:	Human Resources
APV'D DATE:	08/18/2020	REVIEW DATE:	08/2020
EFFECTIVE DATE:	08/18/2020		
REFERENCES:			

Part 1. Policy Background and Purpose

The objective of WETCC in establishing a dress code and personal hygiene policy is to allow employees to work comfortably in the workplace, yet still need employees to project a professional image with respect to clothing attire and personal hygiene.

Part 2. Responsibility

It is the responsibility of every employee to ensure they maintain personal cleanliness and appropriate attire.

It is the supervisor's responsibility to address the employee if they lack personal cleanliness and/or are not wearing appropriate clothing.

Part 3. Policy

Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is not appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, back, chest, stomach or underwear is not appropriate for a place of business, even in a business casual setting.

Clothing should be neat and pressed, within reason.

Employees must maintain good personal hygiene habits on how you care for your body. This care includes bathing or showering, washing your hands, brushing your teeth, and more.

If attire or personal appearance fails to meet the standards, as determined by the supervisor or Human Resources Technician, the employee may be sent home to correct the issue.

Chronic failure to comply with WETCC Dress Code and Personal Hygiene Policy is subject to corrective action.

If you are unsure if the clothing is acceptable, please speak with your supervisor or Human Resource Technician prior to wearing it to work.

Subpart A. Examples of appropriate clothing may include: slacks, pants, jeans, (no holes or rips) capris, leggings when worn with an appropriate top covering, casual shirts, dress

shirts, sweaters, polo shirts, College apparel, suit jackets, blazers, casual skirts, and dresses; this list is an example only, it is not complete and does not contain all possibilities.

Subpart B. Examples of inappropriate attire include: sweatpants, exercise pants, miniskirts and shorts (shorter than fingertips length with arms at sides), tank tops with a low neck line, (unless worn with a sweater or jacket) midriff tops, halter tops, tops that are strapless and shirts with potentially offensive words, terms, pictures, cartoons or slogans; this list is an example only, it is not complete and does not contain all possibilities.

Subpart C. Examples of appropriate personal hygiene: Good personal hygiene habits include, but is not limited to brushing your teeth, bathing, or showering, and wearing clean clothes. Performing these habits daily or as often as needed achieves and maintains good hygiene and cleanliness.