

Policy:	Dress and Appearance	
Date:	Revision Date:	Approved by:
September 30, 2009	August 23, 2016	Human Resources

I. PURPOSE AND SCOPE

The purpose of the Dress and Appearance Policy is to provide guidelines on dress and appearance that is consistent with professionalism as an organization.

II. POLICY STATEMENTS

Initial impressions of an organization’s professionalism and competence are frequently formed by customers and the public as a direct result of employee appearance and interaction. To this end all employees will present themselves during working hours, including while attending training during normal business hours, in a manner that reflects the standards of professionalism and personal cleanliness as set forth in this policy. Attire should be neat, clean, and have a professional appearance. Employees should dress appropriately for the duties and schedule for the day. This policy will not address all forms of “business casual”. However, if employees have questions, they should reach out to their supervisor for guidance.

It is important that employees use their best judgment in dressing appropriately. If in question, it may not be appropriate. It should not look like cocktail party or picnic attire. Employees who prefer to dress more formally should feel free to do so. Casual business wear encompasses casual clothing that is appropriate for a professional office environment. Employees are asked to consider each day’s activities when determining what to wear (e.g., meeting with customers, business meeting, etc.).

Every situation involving attire and appearance cannot be addressed in a policy; therefore, the following is not to be considered a complete list of acceptable or unacceptable attire or appearance.

A. Clothing

Clothing worn by employees must comply with the following:

1. Allow the employee to perform all duties within the job specification safely and without creating disruption or complaints by co-workers or supervisors.
2. Project a professional appearance, be appropriate to the position held, be clean, in good condition, free of stains, pressed and properly fitting shirt tails that are clearly designed to be worn tucked in, must be tucked in at all times, shirts with a straight across, finished hem may be worn untucked.

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Business casual calls for employees **to exercise good judgment.** The following descriptions are not intended to be all-inclusive but rather to set general parameters for proper work attire. Clothing that has the District's current logo is encouraged.

Examples of Acceptable Clothing

Within the requirements established above, the following is considered acceptable clothing:

- Slacks/pants – Wool and cotton slacks, or solid colored dark jeans with no tears or holes, capri pants typically mid-calf length, are acceptable provided they are clean and wrinkle free (examples provided at the end of this policy).
- Shirts – Casual shirts with collars, polo shirts, sweaters, EMWD District approved logo attire, Union logo attire, and turtlenecks are acceptable. Shirts made cotton and blends are appropriate.
- Dresses/skirts – Casual dresses and skirts with modest hemlines are acceptable, but should be at a length at which you can sit comfortably in public (generally, this is no shorter than 4 inches above the knee). Dresses that are sleeveless but do not leave the shoulders bare are acceptable. Mini-skirts and spaghetti strap dresses are considered inappropriate.

Examples of Unacceptable Clothing

The following types of attire are considered unacceptable at all times including Casual Fridays unless an exception is noted:

- Mini-skirts
- Clothing which is discolored, worn-out-ripped, frayed, or stained
- Bleached or faded jeans, or pants which are excessively worn or faded
- Crop tops, tank tops, tops which show midriffs, halter tops, muscle shirts, and spaghetti straps not covered by jacket/sweater
- Casual T-shirts, gym or workout attire, shorts, sweatpants, sweatshirts or running/jogging suits
- Leggings/spandex pants
- Clothing that reveals too much cleavage, back, chest, or under garments.
- Overalls/coveralls
- Cargo pants
- Camouflage shirts and pants

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- Any clothing that has words, terms, or pictures that may be offensive to others
- Sports team, university, and fashion brand names on clothing are generally unacceptable if the logo is large and dominates the article of clothing

B. Footwear and Accessories

Footwear is expected to be appropriate for professional attire. Shoes must be clean and in good condition.

1. Items such as loafers, boots, flats, leather or canvas casual shoes. solid neutral color tennis shoes with moderate color are acceptable. Running shoes, basketball shoes, thong sandals without a back strap, and slippers are considered unacceptable.
2. Beach type or casual flip flops, Birkenstock-type sandals and Croc-type plastic shoes are unacceptable.
3. Bandanas and do-rags, not covered by another type of acceptable hat, or any type of gang related apparel are prohibited.
4. Hats of any kind are not permitted indoors unless they are part of a District uniform or have the District's current logo.
5. Reasonable accommodation to meet individual employee health related needs will be reviewed on a case by case basis.

C. Tattoos and Jewelry

1. Tattoos of a vulgar, controversial, hostile or violent nature must not be visible.
2. All jewelry worn by employees must be appropriate and not detract from a professional appearance. Visible piercings other than in the ear are prohibited. Exceptions may be authorized for extremely small, single nose studs.

D. Hair and Personal Hygiene

1. Hair styles must be professional and appropriate. Hair must be safely restrained when working conditions require, e.g., wearing hard hats, working around machinery with moving parts, etc. Hair coloring must be within the range of natural hair colors, modest color varying from natural are acceptable as long as they are not distracting and do not reflect as non-professional.
2. Beard, sideburns, and mustaches must be clean and neatly groomed.

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3. Personal hygiene is essential. All employees must maintain a clean, presentable appearance. Personal hygiene includes a regular bath or shower, use of deodorant and proper oral hygiene.
4. Strong odors caused by colognes or perfumes, scented hair sprays, and aftershave lotion can be offensive and/or cause allergic reactions for some and therefore must be used in moderation.

E. Exceptions

Department Heads can make exceptions to this policy on a temporary basis due to the nature of the work, special events and/or departmental moves or clean up.

This policy applies to all employees, regardless of classification or status. The District may approve exceptions to this policy on a case by case basis where it conflicts with an employee's religious beliefs or medical condition as required by applicable law.

F. Responsibilities

Each new employee will receive a copy of this policy during orientation and will be expected to be in compliance from their hire date.

Supervisors, managers, department directors are responsible for explaining and enforcing this Dress and Appearance Policy, and will counsel anyone whose attire and/or personal appearance is not consistent with this policy. Violators may be requested to return home, on their own time, to change into appropriate attire, not subject to an unexcused absence. Repeat violations will be addressed pursuant to the District's Disciplinary Policy contained in the MOU, as amended.

AUTHORIZED SIGNATURES ON FILE

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Examples of Acceptable Business Casual Attire

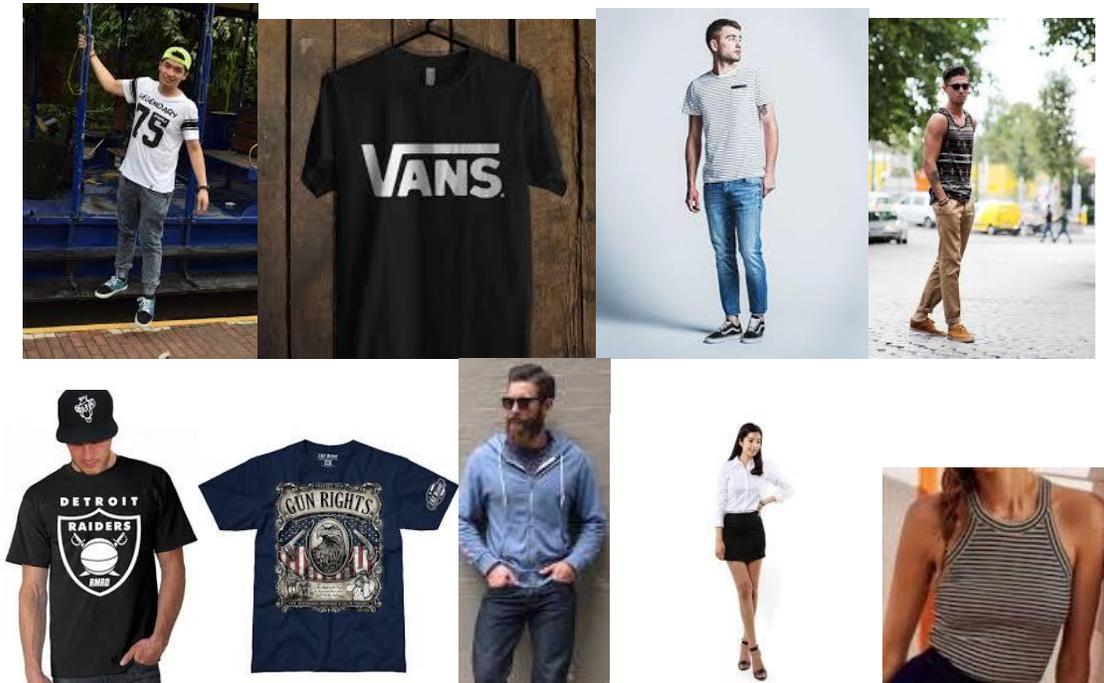


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Other Examples of Acceptable and Unacceptable Business Casual Attire:



Examples of Unacceptable Business Casual Attire



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