

9.16 WORK RELATED APPEARANCE

The City of Poulsbo's objective in establishing a business dress code is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project a professional image for our customers, potential employees, and community visitors.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that is sexually suggestive or revealing is not appropriate for a place of business. Even in a business casual work environment, clothing should be clean. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the City logo is encouraged.

This is a general overview of appropriate business casual attire and identifies those items which are generally not appropriate for the office. This list is not all-inclusive and is subject to change. The lists tell you what is generally acceptable as business casual attire by explaining what is generally **not acceptable** work attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources staff.

Clothing: Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as those worn for biking. Jeans are acceptable for certain departments whose employees work primarily outdoors and on Fridays for other departments upon prior approval by the Mayor and Department Head.

Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts, mini-skirts, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Inappropriate attire for work includes midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Flip-flops, and slippers are not acceptable in the office. Conservative athletic shoes may be permitted in some departments and closed toe and closed heel shoes are required in some departments. Safety footwear may also be required in some positions.

Jewelry, Makeup, Perfume, and Personal Decoration: Accessories should be in good taste, with limited visible body piercing and no visible tattoos that may be offensive to others. Some customers and employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint. Hats and head covers that are required for medical or religious purposes or to honor cultural tradition are allowed and may also be worn upon prior approval of the Mayor and Department Head.

If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes. Progressive disciplinary action will be applied if dress code violations occur.

9.17 WORK PLACE VIOLENCE

Workplace violence will not be tolerated. Any employee who commits or threatens an act of violence at work against a person or property will face disciplinary action up to and including severe discipline or termination. Where appropriate, the matter will be referred to legal authorities for prosecution.

Workplace violence is violence against employers, other employees or members of the public and includes: (1) physical acts of harm or damage against individual's or the City's property, or (2) verbal threats, or vicious statements that are meant to harm or cause another to be intimidated or fear for their safety, or (3) written threats, even in jest, vicious cartoons or notes, and other written conduct that is meant to threaten another or make them fear for their safety, or (4) visual acts that are threatening or intended to convey injury or hostility.

Workplace violence can and must be prevented. To achieve that goal requires the combined efforts of all employees. Employees are encouraged to take the following steps to stop the threat of violence that may impact the workplace;

Refrain from making insulting or derogatory statements to anyone in the workplace;

Take necessary steps to ensure the physical safety of employees;

Report all conduct you believe violates these policies to a supervisor or if needed, to the City's Police Department.

All employees are to report any act of violence or threat of violence. Such reports may be made directly to emergency services via 911. Once emergency personnel, i.e., police/fire have been contacted and the situation is under control, the employee is to report the incident immediately to his/her supervisor and the City's Human Resources Manager.

All such reports are to be fully investigated. Any employee that engages in acts or threats of violence may be disciplined, up to and including termination.