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.

**Religious Accommodation:** See the Policy 2.3 above if you seek to deviate from the above-identified dress and grooming standards as an accommodation for a sincerely held religious belief or practice.

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.