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## Professional Dress Guidelines

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Effective role modeling is demonstrated in our words and actions. As professionals in the social service field, we have a responsibility to present at all times in a professional manner. This includes our appearance and dress. Our professional appearance is critical to how we present to youth, families, volunteers, donors, our neighbors, other social service professionals, and members of the community in which we work and serve. To this end, we have adopted the following guidelines for service attire that are “professional” in nature. Members are expected to present for work each day according to the following:

- \*All clothes must be clean, neat, wrinkle-free, in good repair and the appropriate size
- \*For women, dresses or skirts (length should touch the top of the knee), dress pants or slacks, suits, blouses and tops, polo and collared shirts are acceptable.
- \*For men, dress pants, slacks, or casual pants, and polo or collared shirts are acceptable.
- \*Cotton slacks, capris, and jeans are acceptable provided they are in good condition.
- \*Hats may not be worn.
- \*Flip-flops or thong sandals are unacceptable. Clean and neat shoes and sneakers are acceptable.
- \*Provocative and revealing attire such as see-through fabrics, halter tops, tube tops, off the shoulder, spaghetti straps, low-cut tops, short skirts, visible undergarments, and bare midriffs are prohibited.
- \*Sweatpants, windsuits, shorts, overalls, leggings, spandex, or form fitting pants are not allowed. Other inappropriate items include, but are not limited to: tank tops, sweatshirts, clothing that advertise or promote the use of drugs/alcohol, or tobacco, and t-shirts.
- \*Whenever possible, tattoos and body piercing jewelry, except earrings, should not be visible.

Exceptions to this dress code will be made at the discretion of the supervisor. Examples include: Outreach staff may wear shorts when conducting street outreach, Operations may wear uniform t-shirts in completing daily job requirements, or Direct Care staff taking youth on recreational activities.

If an item is deemed to be inappropriate for the workplace, the volunteer may be sent home to change clothes. A repeated pattern may result in further disciplinary actions.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_