



Title:	Appropriate Work Appearance	
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References:	References: DCH Policy No. 410, Standards of Conduct	

I. Purpose

The purpose of this policy is to provide general and describe standards of appropriate work attire.

II. Objective:

The objective of this policy is to establish formal guidelines that enable employees to project a professional image keeping with the needs of the stakeholders who trust us. Because we serve clients at the Department on a frequent basis, a more formal dress code is prescribed on the 40th floor, which is the location in which the Office of the Commission resides. Overall, employees must project the image that they are a trustworthy, knowledgeable, business professional for our customers who seek our guidance, consultation, and other professional services.

III. Scope

The provisions of this policy apply to all employees of the Georgia Department of Community Health (DCH).

III. Policy

A. The business image of DCH is important not only to its external customers but to the health, safety and morale of all employees. Proper grooming, personal hygiene and appropriate dress for the assigned job are expected of all DCH employees.

B. Dressing appropriately and presenting a neat and clean appearance is a condition of employment with DCH (See DCH Policy No. 410, Standards of Conduct). Standard

business dress and business casual dress should be conservative and not designed to make fashion statements at work.

- C. The Department is open to the public and receives many visitors on a daily basis to conduct business with departmental employees. Our employees represent the State of Georgia and the DCH to the public, the community, our clients, and other governmental agencies. All employees must be clean, neat and present an appropriate businesslike appearance.
- D. A Division Chief may establish and communicate specific dress standards for their units, provided they are in compliance with this policy. The work performed and the degree and level of public contact should be considered in determining acceptable attire for specific types of work. Certain work units may have more relaxed standards of dress due to the physical activities of the jobs they perform; however, work that involves public contact, such as meetings, conferences or training programs, may require a higher standard of business attire. Employees are expected to wear appropriate professional attire when attending public meetings.
- E. Appropriate business dress does NOT need to be costly but it must be clean and conservative.
- F. Generally acceptable business dress includes but is not limited to the following:
- Business shirts and blouses
 - Full length, slacks and pants that are free from wrinkles
 - Blazers and jackets for indoor wear
 - Dresses and skirts of approximately knee length
 - Neckties and scarves
 - Shoes with heels of not more than approximately three inches (3") in height
 - Conservative accessories, including conservative jewelry.

G. Formal Dress Code Guidelines

In a formal business environment which includes the Office of the Commissioner and floors in which outside visitors frequent, the standard of dressing for men and women is a suit, a jacket and pants or a skirt, or a dress paired with appropriate accessories. Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business.

- H. While not all inclusive, the following types of attire are NOT acceptable for traditional business dress:
- Jeans/denim pants
 - Jogging suits, wind suits, sweat pants, sweat shirts or other sports apparel

- Hats or caps worn indoors
- Tennis or athletic shoes, work boots, flip-flops or thong-type sandals, house shoes, bedroom shoes, shower shoes or "croc" –like shoes
- T-shirts, halter tops, tank tops, bare midriff tops, or spaghetti-strapped tops that are not covered by a shirt or jacket
- Revealing shirts, blouses, skirts, slacks or dresses, or any clothing that is provocative
- Extremely short skirts or dresses
- Shorts, jogging shorts or gym shorts or "skorts"
- Leotards not covered by a skirt, knee-length shirt or jacket
- Off-the-waist or hip-hugger pants with underwear or bare skin exposed
- Extremely tight fitting clothing, including leggings or stirrup pants
- Extremely loose-fitting (baggy) clothing
- Clothing that is stained, torn, or excessively worn or faded
- Clothing imprinted with slogans, humor, sports teams or athletes' names, number or logos, or any political religious messages or pictures.

I. Exceptions

- The Commissioner or the Commissioner's designee may specifically authorize business-casual dress day(s) for the Department.
- The Commissioner or the Commissioner's designee may specifically authorize other casual days or theme days on special occasions. On designated theme days, dress that is not appropriate for business, such as t-shirts with writing and caps, may be worn in conjunction with the designated theme (for example, Braves Day).
- A Division Chief may authorize some exceptions for employees of his/her Division in specific jobs where the physical demands of the job require more casual clothing, for example, clerks in the Mail Room, technicians in Information Technology or staff of a customer service call center may be permitted to wear jeans, with approval of the Division Chief. All jeans must be neat and clean and may not be torn, faded or excessively worn.
- A Division Chief may authorize casual attire for employees in her or his Division for office clean-up or moving. Jeans or athletic attire may be worn, where appropriate, for limited times as specifically authorized.
- A Division Chief may authorize exercise wear for wellness activities during the work day.
- A Division Chief may authorize and should consider individual exceptions for medical, religious or other practical reasons.

I. Business Casual Dress Day(s)

- The Commissioner has designated each Friday as business-casual dress day. Employee participation is voluntary and is secondary to the mission and functions of DCH (See item I.6 below, regarding legislative sessions).

- On business casual days, employees may dress in more relaxed attire but must still present a neat, clean and professional appearance. Good taste and judgment must be exercised at all times. If an employee has a scheduled meeting with external parties, traditional business dress is required.
- Examples of acceptable business casual apparel include:
 - Golf, polo-style or sports shirts with collars
 - Jeans/denim pants
 - Blazers or short jackets for indoor wear
 - Sweaters or turtlenecks without a coat or jacket
 - Casual slacks/pants
 - Relaxed fitting but standard (knee-length) dresses or skirts
 - Appropriate shoes, NOT flip-flops or thong-type sandals, house shoes, bedroom shoes, shower shoes or "croc"-like shoes
- Examples of unacceptable business casual apparel include, but are not limited to the following:
 - T-shirts
 - Jeans/denim pants that have tears, holes, or are faded
 - Clothes that are torn, ripped, or soiled
 - Evening or cocktail party-wear (for example, covered in sequins or sparkles)
 - Jogging suits, sweat pants, sweat shirts, or other athletic apparel
 - "Crocs," bedroom or shower shoes, flip-flops, or stiletto heels
 - Extremely loose fitting (baggy) clothes
 - Very short skirts or dresses
 - Revealing shirts, blouses, skirts, slacks or dresses, or any clothing that is provocative
 - Off-the-waist or hip-hugger pants with underwear or bare skin exposed
 - Low cut or very tight fitting clothing including leggings
 - Hats or caps worn indoors
 - Clothing imprinted with slogans, humor, sports teams or athletes' names, numbers or logos, and political or religious messages or pictures
 - Underwear that is visible or exposed
 - Jogging or gym shorts
- A Division Chief may revoke business casual day, in whole or in part, for work units under his/her control, if the level of professionalism or productivity decreases or if the workplace is negatively impacted by business casual day.
- Business casual day will be suspended during the entire session of the General Assembly for all organizational units.

J. The use of heavy fragrances is prohibited. If perfumes, colognes, hair sprays, perfumed lotions, etc., are noticeable or cause sneezing, coughing or other discomfort to any fellow employees or visitors, their use must be discontinued. The manager of the employee involved will inform the employee discreetly once a problem about heavy fragrance is

brought to the attention of the manager. Fellow employees should not assume this managerial responsibility.

K. Facial make-up should be minimized to maintain a conservative appearance.

L. Nails should be kept neat and clean. Nail length should be reasonable to allow for proper work performance. Excessively long nails are prohibited as is fluorescent colors with/without nail art and decals.

IV. Compliance

A. Employees will be informed of the dress policy during employee orientation. Supervisors are expected to inform employees of the specific dress standard for the specific work unit.

B. Supervisors are expected to set an example of appropriate dress.

C. Supervisors are responsible for interpreting and enforcing the dress policy. Supervisors should inform employees in private if their appearance is unacceptable. Depending on the circumstances, supervisors may take the following actions:

- Inform the employee of the unacceptable appearance and allow the employee to remain at work.
- Inform the employee of the unacceptable attire and allow the employee to take annual leave or personal leave to go home and change. Temporary employees and employees without accrued leave may be placed on leave without pay or allowed to make up the time in compliance with the Fair Labor Standards Act (FLSA).
- Decisions on the appropriateness of dress and the procedures to be followed will be made on a case-by-case basis by the supervisor or other authorized official of the organizational unit in consultation with the Office of Human Resources.

V. Conclusion

This policy establishes general dress standards but does not attempt to address every potential issue. Questions concerning appropriate work attire should be directed to the Director of Human Resources or the Director's designee.

Approved by:	Date:
Commissioner <i>Dale A. Cook</i>	<i>5/24/12</i>