

## **GUIDELINE ON PERSONAL APPEARANCE AND DRESS STANDARDS**

### **Purpose**

Working within the order of Summit Metro Parks policies, the purpose of this guideline is to provide minimum appearance and dress code standards for all employees of Summit Metro Parks. Our goal is to exhibit a look that confirms our professionalism for our patrons, our public community, and our coworkers. Personal appearance and dress standards guidelines allow us to maintain a professional appearance while allowing the average employee to be comfortable.

The Park District reserves the right to prescribe appropriate dress and grooming, and to set standards which are in the best interests of the Park District and to change those standards from time to time.

Employees are expected at all times to present a professional image to the general public as well as internal and external patrons. Acceptable personal appearance is an on-going requirement of employment with the Park District. Severe departure from this standard is not permitted. Employees found in violation of this guideline can be subject to progressive discipline up to and including termination.

### **Guideline**

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

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.

Clothing should always be reasonably pressed and not wrinkled. Torn, dirty, or frayed clothing is also unacceptable, as well as clothing/uniforms that are too small or large. All seams must be finished. Any clothing that has words, terms, or pictures is unacceptable unless on a park-issued item. Use of required or provided clothing issued with the Metro Parks logo is encouraged and always appropriate, as long as it is in good repair.

### **Guide to Dressing for Work**

The personal appearance and dress standards guidelines below are not all-inclusive and are subject to change. Specific uniform and dress code requirements provided by specific departments and/or divisions will supersede this guideline. They describe what is generally acceptable and what is generally not acceptable for Park District employees. No dress code can cover all contingencies so employees must exercise a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional attire for work, please ask your supervisor and/or your human resources staff.

### Appearance

Summit Metro Parks understands the need for comfortable and functional attire; however, each employee is expected to report to work clean, using generally accepted personal hygiene standards. Each employee's clothing should be neat, clean, and in good repair. Clothes should be without holes, tears or stains so as to present a favorable image to the public. Facial hair, nails and hair should be clean, combed and neatly trimmed or styled. Extreme artificial hair colors or styles are not permitted. Hair length could potentially be a safety hazard and must conform to the safety standards of the job.

### Uniforms

All Summit Metro Parks employees who are issued uniforms and footwear must follow the guidelines for their department's uniforms/footwear. Uniforms are not to be worn outside of work without authorization. A quick errand run before or after work is usually permitted. Uniforms worn must meet all the standards for work clothes with respect to cleanliness and conducted as outlined previously.

### Jewelry and/or Piercing

During work time an employee may wear reasonably sized earrings (pierced or clip-on) on one or both ears, including studs and other earrings. Employees are prohibited from displaying any body-piercing jewelry including gauges.

### Makeup, Perfume, and Cologne

Should be in good taste. Remember that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

### Shirts, Tops, Blouses, and Jackets

When dressing for the office, do not dress as if you are going to a picnic. Men's ties, dress shirts with collars, dressy blouses and tops, dress sweaters, golf-type shirts, and turtlenecks are acceptable attire for the office setting. Suit jackets or sport jackets are also acceptable attire for the office, but are not generally required, and must conform to the guidelines. Inappropriate attire for work includes extremely tight/revealing clothing, tank tops; 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.

### Skirts, Dresses and Skirted Suits

Dressy skirts and dresses are acceptable for the office. Skirts that are split near the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

### Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and dress synthetic pants in good repair are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, yoga pants, bib overalls, leggings, and any spandex or other form-fitting pants such as worn for biking. Any kind of shorts are inappropriate for an office setting, i.e., Bermuda, swimming, biking, cycling, hiking, cargo, short shorts, etc.

### Shoes and Footwear

Men: dress shoes, conservative walking shoes, loafers, boots, and leather deck-type shoes are acceptable for the office. Women: dress heels, flats, open toed and sling back shoes, conservative walking shoes and boots are acceptable for the office. Flashy athletic shoes, tennis shoes, crocks, flip flops, water shoes, and slippers are not acceptable in the office for men and/or women.

### Tattoos

During work time, tattoos on any body part other than the arms or legs must be fully covered by either makeup and/or the employee's clothing. Tattoos on arms and legs must not be offensive or expound any type of violence, bullying, sexual, racial, religiously insensitive or other form of harassment against a person or group, as deemed either appropriate or inappropriate per park district policy, the department head and the chief of human resources.

### Non-Discrimination

This guideline will always be administered so as not to discriminate against anyone because of age, sex, religion or other protected category.