

The Right Door for Hope, Recovery and Wellness

Chapter Title Human Resources	Chapter # HR		Subject # 510.1
Subject Title Dress Code	Adopted 5/15/2018	Last Revised 6/8/18	Reviewed 6/8/18

PROCEDURE

Application

This procedure shall apply to the employees of The Right Door for Hope, Recovery and Wellness.

1.0 Procedure Objective

The objective of a dress code at The Right Door is to project a professional image for our consumers, potential employees, and the community, while allowing employees to work comfortably in the workplace.

2.0 Business Casual or Above Required

In general, one must keep in mind that clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are not appropriate for a professional appearance at work. In addition, clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate. Clothing should be pressed. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive is unacceptable.

3.0 Specific Guidelines on appropriate attire

3.1 Slacks, Pants, and Suit Pants: Slacks that are cotton or synthetic material pants, wool pants, dressy capri pants, dressy Bermuda shorts, khaki or golf appropriate dress shorts and nice looking synthetic dress pants are acceptable. Leggings with a tunic-length top or dress are acceptable.

Inappropriate slacks or pants include jeans, sweatpants, exercise pants, yoga pants, short shorts, casual shorts, bib overalls, and any spandex or other form-fitting pants.

3.2 Skirts, Dresses, and Skirted Suits: Business casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Denim is acceptable if in the form of a business-style skirt in a dark wash.

Inappropriate skirts and dresses are those that are very short (more than 2" above the knee), ride up when you sit down, are spaghetti strap or tight-fitting.

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3.3 Shirts, Tops, Blouses, and Jackets: Business casual shirts, dress shirts, sweaters, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office.

Inappropriate shirts and tops for work include: spaghetti tank tops, midriff tops, racer-back 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.

3.4 Shoes and Footwear: Conservative walking shoes, loafers, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Dress sandals and dressy open-toed shoes are appropriate.

Flip-flops, slippers or dirty/smelly shoes are not acceptable.

3.5 Jewelry, Tattoos, Makeup, Perfume, and Cologne: Jewelry, tattoos, and makeup should be worn in good taste, with care to not be offensive or vulgar. Body piercings should be limited in visibility.

Wear perfumes, fragrances, and scented body lotions with restraint, as some are sensitive to smells.

3.6 Hats and Head Covering: Hats are generally not appropriate in the office. Head covers that are required for religious purposes, to honor cultural tradition, or for medical reasons are allowed.

4.0 Casual Fridays or Casual deemed days

On Fridays or when deemed a casual dress day:

4.1 Employees can wear jeans; either denim or colored jeans, that are not faded, distressed nor damaged.

4.2 Employees can wear sports team, university, and fashion-brand names on clothing, sweatshirts and hoodies; as long as the clothing meets all other guidelines.

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References:
CARF Standards, Workforce Development

Kerry Possehn, Chief Executive Officer	Date		