

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 509 – Dress Code Policy

1. General Information

The purpose of this policy is to communicate guidelines for clothing and appearance that are professionally appropriate based on the work environment and the work being performed.

2. Policies

- a. Employees may dress to represent themselves based on their work day in accordance to the following guidelines.
- b. Employee dress and hygiene should be neat in appearance and in a manner consistent with a professional atmosphere, keeping in mind the impression made on visiting parents, children, and professionals, as well as other employees.
- c. Fashion that is extreme, offensive, revealing, ripped, or excessively worn is inconsistent with a professional atmosphere and is unacceptable.
- d. Employees should adhere to the dress code of the individuals or organizations with whom they are meeting.
- e. Reasonable accommodations will be made (ex. ADA, religious dress and/or grooming practices, etc.). Employees requiring an accommodation should contact their supervisor and Human Resources to make a written request.

3. Enforcement

- a. Each manager/supervisor may be held responsible for ensuring that PFC's dress code policy is followed consistently.
- b. Employees not in compliance with PFC's dress code policy may be asked to clock out, return home, and change. A second occurrence will be considered a violation of company policy, at which point progressive disciplinary actions will be followed (**See HR PP Section 502**).