

## **Dress Code Policy**

### **1.0 Purpose**

The purpose of this policy is to provide employees of Bladen County with guidelines for selecting appropriate attire for the work place that promotes an attitude of professionalism. Not only shall these standards apply while at the work place, they shall apply to all employees of the county during the course of business. This includes educational and training events.

Staff should demonstrate professionalism in their demeanor and appearance. Employees of Bladen County need to portray a positive image to the community and professional dress attire is one important way to do this.

### **2.0 Dress Code Violations**

Professional dress is defined as dress that is neat, clean and appropriate for the staff member's environment. Staff is expected to comply with the dress code policy. All staff in supervisory positions is expected to monitor and enforce the dress code policy. Violation of the Dress Code Policy is considered Unacceptable Personal Conduct under the County's disciplinary process. The first violation will be addressed through supervisory coaching followed up with a written statement by the supervisor, which will be placed in the employee's personnel file. Each agency department head or designee is required to send employees home to change clothes should it be determined that dress is not appropriate. Employees will not be compensated for this time away from work and will be required to use annual leave to cover the absence. In the event that the employee does not have annual leave time available, the employee will be required to take leave without pay.

### **3.0 General Standards**

All staff is expected to be neat, clean and appropriately dressed at all times. All attire must be in good condition. A good rule of thumb is that if you question the appropriateness of attire for the workplace then do not wear it. Employees are expected to exercise good judgment.

The list below is only a guideline and is not all-inclusive.

- General attire will be clean, neat, free of holes and appropriate for the type of work performed that day.
- Clothing should fit properly, not too tight, revealing, or provocative.
- Clothing which reveal undergarments is prohibited.
- Skirts and dresses must be of sufficient length to provide appropriate coverage (articles of clothing should be no shorter than two inches above the knee, front or back).

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- No shorts shall be worn, including dress down day.
- No spaghetti strap tops, sundresses or strapless dresses without jackets.
- Footwear should be appropriate for the working environment and conditions. No flip flops, rubber shoes or bedroom shoes. (Walking around barefoot or in socks is strictly prohibited). Heels should not exceed three inches.
- No low cut tops such as halter, tube or tank tops, cropped or muscle shirts.
- No exposed midriffs, backs, or shoulders.
- No bib overalls at anytime.
- No leggings or biking shorts.
- Standard or traditional stockings may be worn. No fishnet or designer. Ribbed tights are acceptable.
- No head wear while indoors except as part of uniform.
- No workout suits, wind suits, jogging suits or velour lounging suits, including on “dress down” Fridays.
- No clothing with suggestive, controversial, offensive or political messages.
- Any apparel, hair style, cosmetic or jewelry even if not specifically mentioned in this policy , which creates a safety concern, draws undue attention to the wearer, may be offensive, causes controversy or tends to detract from the daily business process is strictly prohibited.
- Denim can be worn regularly as a jacket, coat, dress or skirt that is appropriate to professional attire. Denim pants (of any color) are restricted to “dress down” Fridays.
- No sneakers, tennis shoes or athletic shoes (exception will be made for medical reasons with a signed statement from a physician).
- Tattoos shall not be offensive or excessive.
- Visible piercing is limited to ear-lobes. No more than two piercings per ear-lobe shall be displayed while on duty.

Blue tooth devices, iPods, MP3 players and similar gadgets, including the earphones for these gadgets are prohibited in all working areas within the county. Employees may only use such devices during their assigned break times.

The official county issued employee identification badge must be worn while performing the duties of the job and county, including after hours work and disaster duty.

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### **4.0 Dress Down Friday**

“Dress Down Friday” will be observed every Friday as an employee option. **EXCEPTION:** If Friday is a county recognized holiday dress down will be the last working day before the holiday. ***Dress down does not mean sloppy or unprofessional.*** The privilege of dressing down will cost \$1.00, and should be paid to the identified EAC (Employment Assistance Committee or Helping Hands) representative in each unit. The purpose of “dress down” is to accumulate funding to help assist county employees in special circumstances as well as with agency projects.

In addition to clothing that conforms to our regular dress code, Dress Down Friday options include: denim material pants/jeans, tennis shoes and most other athletic shoes. T-shirts and sweatshirts are prohibited: The only exceptions are county approved logo t-shirts or sweat shirts. Jeans should not be torn, ripped or have holes in them.

***Overalls, wind suits, sweat suits, jogging suits and lounging suits are “NOT” included as an appropriate option for dress down days.***

In the event that there is an occasion, meeting or special event that happens to be taking place on a Friday, staff should remain mindful of our responsibility to make a professional appearance and to represent Bladen County in a respectful fashion.

Dress Down Friday does not apply to those issued uniforms.

### **5.0 Court Appearance Standards**

Formal business attire is required for court. Men must wear dress shirt, dress pants, sport coat/blazer and tie or suit with tie. Women must wear dresses or skirts that are of appropriate length, dress blouses or sweaters, dress slacks and dress shoes. ***No denim material of any type or color should ever be worn to court.***

### **6.0 Uniform Staff**

**Nurses, Nursing Assistants, Lab Technicians to include Home Health Nurses Aides:**

- Name tags shall be worn at all times
- Scrubs may be worn. Scrub top or jacket/lab coat may be any color or pattern as long as professionalism is adhered to

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- Lab coats shall be worn in clinical areas on dress down days
- Shoes – Navy, Black or White – NO sandals (any shoe with both heel and toe open). Contrast color on white tennis shoes okay, but majority of shoe must be white. No flip flops.

**Other Uniform Staff:**

1. When Bladen County Government issues uniforms to employees, the basic uniform elements (shirts & pants) **must be worn while on duty**, no non-standard issue uniform elements are permitted. Other issued uniform elements are as follows : steel-toe boots, gloves, coveralls, rain coat, and jacket. No uniform elements may be worn while off-duty. All uniform service-issue clothing and gear described in this article are considered uniform elements.
2. No other patch or pin, other than Service-issue is permitted on the uniform.
3. Thermal underwear & t shirts are permitted but they must be navy, black, or white in color.
4. All employees will provide and wear socks while on duty, color must compliment the uniform.
5. All employees will provide and wear a belt, must be black to compliment the uniform.
6. All employees will report for duty freshly showered, in a clean, ironed uniform. Shoes should be black, polished (department issue when needed). Appearance should be neat, clean, well groomed and professional at all times. All employees will remain in full uniform, unless doing hot, dirty work. All employees shall maintain a change of uniform at work while on duty. Shirt tails in at all times.
7. Head and facial hair will be groomed and maintained in such a way AS not to interfere with the performance of duty, interfere with any safety equipment and project professional appearance.
8. Excessive or dangling jewelry (bracelets, necklaces, earrings, etc.) which may present a safety hazard to the employee shall not be worn. Watchbands, eye wear safety cords/straps, etc., should be limited to basic colors that are reflected in the uniform.

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9. Coats, rain gear, and jackets are for wear at the member's discretion while on duty. Safety reflective vest are provided and shall be worn where visibility is necessary to provide personal safety.
10. It is the employee's responsibility to see that all uniforms are turned in on the appropriate day and time for cleaning.

**7.0 Exemptions**

Occasionally, dress code standards may need to vary temporarily for different sections or specific individuals based on special events, special tasks to be performed, customer needs, medical reasons or other extenuating circumstances. Certain positions may necessitate an employee's deviation from this policy as part of the performance of their job duties (i.e., custodial staff for the purpose of uniform compliance. The decision to deviate from the established dress policy for a specific reason or occasion must be prior approved by submitting the request and the reason for the request through the employee's chain of command for approval. The final approval must be through the department head or his/her designee to assure consistency among all sections of each Department. Written approval will be given to the employee within ten (10) business days from receipt of the request informing the employee if the request is approved or denied.

**8.0 Certification of Receipt**

I have received a copy of the Bladen County Dress Code policy outlining appropriate business attire for work. I understand that failure to adhere to this policy may result in disciplinary action.

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**Employee's Signature**

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**Date**

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**Supervisor's or Agency Designee's Signature**

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**Date**