

SOP 11- 08
Dress Code for Employees
Standard Operating Procedures
Grow Southwest Indiana Region 11
Approval Date: 08/12/11

Purpose

Per DWD Policy 2011-01, all DWD employees are expected to present a professional appearance and agency image by wearing appropriate dress and maintaining proper grooming and hygiene habits at all times.

Rescissions

DWD Policy 2007-07, Dress code for All DWD Administrative Office Employees in the Government Center, and
DWD Policy 2007-19, Dress Code for All Office Employees in WorkOne Centers and WorkOne Express Sites

Content

DWD Policy 2011-01 contains the minimum standards that must be followed by all DWD employees. It is the responsibility of managers and supervisors to ensure that all employees adhere to this policy. If an employee is dressed inappropriately, the manager or supervisor will inform the employee of the inappropriateness and the reason it is deemed to be so. If the employee's appearance is unduly distracting or inappropriate, the employee may be sent home to take the appropriate corrective action and then return to work. An employee who is sent home to correct their appearance may use personal leave time to cover the time that she/he is away from the office to change into proper attire. Repeated violation of the dress code policy may result in disciplinary action. This policy is intended to be as comprehensive as possible, however managers, with counsel from the Human Resources department, have the final discretionary authority.

Regional Operators may establish a stricter dress code policy than the one outlined in this document; Region 11 chooses to do so. Any local or regional dress code policy that is stricter than the standards established in this policy must be followed by all DWD staff persons that work within the specific offices overseen and/or managed by the associated Regional Operator.

Policy

Appropriate dress, proper grooming and hygiene are essential to ensure DWD employees portray a positive and professional image of the agency and state government. All clothing should be in good condition, meaning not torn, ripped, or soiled. Inappropriate dress includes, but is not limited to, attire that would normally be considered “leisure”, “work-out”, or “recreational” in nature.

Personal Grooming

1. Hair should be clean and neatly arranged.
2. Facial hair should be neatly trimmed.
3. Eccentric hairstyles, facial hair, or hair color will not be permitted.
4. Fingernails should be clean and neat and of an appropriate length.
5. Body piercing jewelry may only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
6. Tattoos should be completely covered.

Attire

Examples of **inappropriate** dress include:

1. Pants that are tight and form-fitting such as stretch pants, leggings, spandex bicycle pants, etc.
2. Sweat pants, sweat shirts, and sweat suits
3. Shorts and skorts
4. Tube tops, muscle tops, and cropped tops
5. Skirts and dresses that reveal the majority of the area between the top of the knee and the hip. This includes clothing that contains a slit or split that produces the same result.
6. Clothing that exposes the abdomen, buttocks, breast, or chest area
7. Tank tops without a cover-up
8. T-shirts- shirts should have a collar
9. Halter or spaghetti strap tops and dresses without a cover-up
10. Clothing that contains writing and/or graphics that could be considered offensive, vulgar, or insulting
11. Flip-flops or athletic sandals
12. Slippers
13. Crocs clogs
14. Hats or head covers (head covers that are required for religious purposes may be approved by Human Resources)
15. Denim jeans*
16. Tennis/athletic shoes*

*Exceptions – Denim jeans and tennis/athletic shoes may be worn on designated “casual” work days; both must be in well-kept condition. “Casual” work days must be approved by DWD Human Resources for DWD administrative offices or by Regional Operators for WorkOne offices.

Additional exceptions for the wearing of tennis/athletic shoes may be made by providing Human Resources proper documentation from a health care professional. In the event that the athletic shoes are authorized, they should be of a dark color.

Capris must be at least as long as mid-calf (not just below the knee) and in good repair. No holes, denim, cargo pants, wrinkled linen-like, or faded material will be allowed. As stated in the policy, no stretch pants, leggings, or other such pants of Capri length or otherwise will be allowed. Additionally, if staff members are scheduled to meet with employers, no Capris will be allowed. If this policy is not maintained, this privilege may be lost.

Identification Badges

All staff are required to display their WorkOne identification in a manner visible when seated.

Other Exceptions to this Policy

At the discretion of a Regional Operator, formal business attire may be required of all WorkOne staff, including those employed by the State of Indiana, within a Region.

All WorkOne office employees are expected to dress in a manner that is acceptable for a professional atmosphere. DWD employees represent the Agency and the State to clients and colleagues, and employee appearance should reflect professionalism and respect.

Employees in situations requiring more formal business attire (employees conducting business or attending meetings, seminars, etc., or those who have regular contact with other business professionals or the public, i.e. WorkOne clientele) should dress accordingly to represent the Agency and State as appropriate. This includes but is not limited to Business Consultants, On-the-Job Training Specialists, staff attending business-related meetings in the community, business seminars, and regional/state trainings.

More formal business attire consists of conservative shirts, jackets, ties, pants, skirts, or dresses and may be worn in any color.

This policy is effective immediately.