



City of Everett, Massachusetts Policy Statement

Human Resources – Dress Code: Attire & Grooming Policy

DATE APPROVED: 4/26/2016
DATE REVISED:
SOURCE: Human Resources Department
PREPARED BY: Michael Vetrano – Director – Human Resources
Policy: Y
Procedure: Y

Purpose:

The City of Everett strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, [Company Name] department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

Person(s) Responsible:

Employee, Supervisors, Managers, Human Resources Director or HR Designees

Scope of Employees Covered:

All employees

Policy Statement:

All City of Everett staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with The City of Everett. Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards. All staff members must carry or wear the City of Everett identification badge at all times while at work.



Specific requirements

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions.

At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Reasonable accommodation of religious beliefs

The City of Everett recognizes the importance of individually held religious beliefs to persons within its workforce. The City of Everett will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resource (HR) department.

Business attire

The following guidelines apply to business attire:

- For men, business attire includes a long-sleeved dress shirt, tie, tailored sport coat worn with dress trousers (not khakis) and dress shoes.
- For women, business attire includes tailored pantsuits, businesslike dresses, coordinated dressy separates worn with or without a blazer, and conservative, closed-toe shoes.

Addressing workplace attire and hygiene problems

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, the staff member will be required to go home, change into conforming attire or properly groom, and return to work. If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.



Casual or dress-down days

Casual or dress-down days must use the following guidelines to define appropriate casual attire.

Appropriate	Inappropriate
Slacks	
<ul style="list-style-type: none"> • Khakis or corduroys • Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing) • Skorts, capris 	<ul style="list-style-type: none"> • Sweatpants, leggings, exercise wear • Shorts, low-rise or hip-hugger pants or jeans •
Shirts	
<ul style="list-style-type: none"> • Polo collar knit or golf shirts • Oxford shirts • Company logo wear • Short-sleeve blouses or shirts • Turtlenecks • Blazers or sport coats • Jackets or sweaters 	<ul style="list-style-type: none"> • Shirts with writing (other than company logo) • T-shirts or sweatshirts • Beachwear • Sleeveless blouses or shirts • Exercise wear • Crop tops, clothing showing midriffs, spaghetti straps
Shoes	
<ul style="list-style-type: none"> • Boating or deck shoes, moccasins • Athletic shoes, tennis shoes • Casual, low-heel, open-back shoes (e.g., mules, sling backs) 	<ul style="list-style-type: none"> • Sandals, thongs, flip flops, open-toe shoes • Croc-like sandals