

NEIGHBORIMPACT HEAD START



Policy & Procedure

Section: Program Design and Management	PC Approval Date:
Title: Employee Dress Code	
Related Forms: Employee Handbook Section C-14.0	
Performance Standards: N/A	Page 1 of 1

**Policy:** NeighborImpact Head Start employees will present a neat, professional, and proper appearance. All employees are required to maintain a well-groomed appearance at all times during the work hours.

**Purpose:** To represent NeighborImpact Head Start in a positive manner and exhibit a professional image to clients and community partners.

**Procedure:**

- A. Employees are not permitted to wear clothing that may be revealing, distracting, or unsafe. Examples include, but are not limited to
  - Shorts/dresses no shorter than 2 inches above the knee while standing,
  - Tank tops with straps smaller than 3 inches wide,
  - Halter tops, midriff and cropped tops,
  - Pants/jeans/shirts with holes
- B. Employees must wear undergarments, which must not be visible.
- C. Employees are not permitted to wear clothing that relate to gang or criminal activity in any matter.
- D. Employees must wear footwear that is safe and appropriate.
  - Closed toed shoes must be worn at all times
  - Closed toed/heals must be worn on the bus at all times
  - Shoes must have low to no heels.(no heels height above 1 inch or .5)
- E. All clothing must be free from offensive odors. Examples include, but are not limited to
  - Body odor
  - Smoke, such as tobacco
  - Strong perfume/scents
- F. Jewelry that is distracting or presents safety concerns may not be worn (as determined by supervisor)
- G. Hair (including facial hair) must be clean, combed, and neatly trimmed.
- H. When choosing clothing and jewelry for work, if there is any doubt regarding its appropriateness do not wear it to work.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_