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.