

DRESS CODE

Production / Transportation / Donor Services / Maintenance Employees

Your personal appearance and grooming reflect on your image and the image of Goodwill Industries. Employees are expected to be clean, well groomed and appropriately dressed for their work situation. To ensure that employees understand and follow appropriate dress and grooming guidelines, the following dress code has been developed:

WOMEN

- 1) Slacks, pants, cords or jeans. These must be in good condition with no holes, rips or ragged hems. Sweatpants and leggings are not permitted. Shorts (no shorter than four inches above mid-knee) may be worn when authorized by the Department Director and Human Resource Department during the appropriate season. Examples of acceptable shorts include walking shorts or Bermuda shorts.
- 2) Shirt, blouse, sweater, or t-shirt must be in good condition. T-shirts must not have inappropriate language, words, slogans, or pictures. Sleeves must be neatly hemmed—no cut-off or ragged hems. Sleeveless shirts are not acceptable.
- 3) Skirts or dresses may not be worn around machinery (conveyer belts or machinery with moving parts) if they present a “catch” hazard. They must not be shorter than four inches above mid-knee. Extremes in dress styles are not authorized—spaghetti straps, tank straps, side slits, etc.
- 4) Steel toed shoes or boots if required by position (must be kept clean). Otherwise, clean, comfortable, closed-toe/closed-heel shoes worn with appropriate hosiery.
- 5) Hair must be clean, neatly styled, and combed. If hair is long it must be tied back. Extremes in hairstyles are not authorized.
- 6) Employees are permitted to wear non-extreme earrings in three or less ear piercings per ear, and/or one nose stud. Individuals, who have body piercings in visible locations other than their ears or nose, may not wear jewelry or adornments in those exposed body-piercing locations while at work. Septum piercings are not allowed. Supervisor may use discretion as to appropriateness of adornments.
- 7) Employees are expected to bathe, use deodorant, and brush teeth daily.
- 8) Clothing must be clean and in good repair. Clothing must also be appropriate for the work situation.
- 9) Extremes in clothing or general appearance are not acceptable. For example, clothes that are too tight, too short, low-cut, see-through, spandex, spaghetti strap tops, tube tops, muscle shirts, flip-flops, shower shoes, etc.
- 10) It is expected that all employees will exercise good judgment in choosing clothing that is both tasteful and appropriate for their positions within the organization.

Supervisors are responsible for interpreting and ensuring that the dress code is followed. When an employee's dress and grooming is not within the standards appropriate for the job, the employee will be sent home to correct the situation. The employee will clock out, and the time spent correcting their appearance will be without pay. Employees who fail to return to work will be subject to all absenteeism standards. Continued failure to comply with the dress code will result in disciplinary action up to, and including, written warning, suspension, and discharge.

Employee Name (**PRINT**): _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____