

## DRESS CODE

### Professional and Administrative Staff / Support Personnel

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:

#### MEN

- 1) Slacks, dress pants, or cords—with belt or suspenders if belt loops are present. Shorts are not permitted. (An exception has been made for the Information Systems Department only, and shorts are permitted during the appropriate season.)
- 2) Dress or sport shirt (ties are recommended with dress shirts). T-shirts and sleeveless shirts of any kind are not acceptable. (An exception has been made for the Information Systems Department only, and t-shirts are permitted.)
- 3) Exceptions to the above will be considered if tasks require the individual to work in production type settings—for clarification please see the Department Director or Human Resource Department.
- 4) Shoes appropriate for work, in good condition, and appropriate hosiery. Socks or hosiery is required when wearing open-toe shoes.
- 5) Must be clean-shaven, or if beard or mustache is present they must be kept nearly trimmed.
- 6) Hair must be clean, neatly styled, and combed. If hair is long it must be tied back. Extremes in hairstyles are not authorized.
- 7) Employees are permitted to wear non-extreme earrings in three or less ear piercings per ear. Individuals, who have body piercings in visible locations other than their ears, may not wear jewelry or adornments in those exposed body-piercing locations while at work.
- 8) Employees are expected to bathe, use deodorant, and brush teeth daily.
- 9) Clothing must be clean and in good repair. Clothing must also be appropriate for the work situation.
- 10) 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.
- 11) On Casual Fridays, individuals may wear professional casual apparel, including jeans (in good repair). It is expected that all professional and administrative staff, and all support personnel will exercise good judgement 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: \_\_\_\_\_