

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:

WOMEN

- 1) Dress slacks, or pant suits with appropriate dress shirt, blouse, knit-top, or sweater. Shorts and t-shirts of any kind are not acceptable. (An exception has been made for the Information Systems Department only, t-shirts are permitted and shorts are permitted during the appropriate season.)
- 2) Dresses or skirts must be no shorter than four inches above mid-knee. Extremes in dress styles are not authorized—spaghetti straps, side slits, etc.
- 3) If sleeveless dresses or tops are worn the straps must be large enough to cover the shoulder area with no straps from undergarments visible. The armholes must also be “tight” enough that undergarments are not visible and that under arm exposure is limited.
- 4) Shoes appropriate for work, in good condition, and appropriate hosiery. Socks or hosiery must be worn when wearing sandals or open-toe shoes.
- 5) Hair must be clean, neatly styled, and combed. Extremes in hairstyles are not authorized.
- 6) 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.
- 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) On Casual Fridays, individuals may wear professional casual apparel, including jeans (in good repair) are permitted. 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: _____