

DRESS CODE

Store and Retail Sales

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 his or her 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 (in good condition) which are **khaki or black in color**, with a belt or suspenders (if belt loops present). Shorts, sweatpants, and jeans are not permitted. (Exceptions: shorts may be permitted in facilities without air conditioning, with Department Director or Retail General Manager approval.)
- 2) Sport or dress shirt which are **blue, black or white in color** may be worn. Clothing must be a solid color; logos, prints, or designs are not allowed. T-shirts are not acceptable. T-shirts or sleeveless shirts of any kind are not acceptable.
- 3) Comfortable, clean, closed-toe/closed-heel shoes in good condition and worn with appropriate hosiery.
- 4) Must be clean-shaven, or if beard or mustache is present they must be kept neatly trimmed.
- 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. Examples include clothes that are too tight, too short, low-cut, see-through, spandex, spaghetti strap tops, tube tops, muscle shirts, flip-flops/sandals, shower shoes, etc.
- 10) It is expected that all employees will wear proper personal protective equipment when appropriate (i.e. back support belts, steel-toe shoe covers).
- 11) Uniforms, jackets, aprons, or personal equipment (i.e., back support belts) must be worn when, and if issued.
- 12) It is expected that the employee will exercise good judgment in choosing clothing that is both tasteful and appropriate for his or her position 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: _____