

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:

WOMEN

- 1) Slacks or skirts which are **khaki or black in color** or dresses or pant suits which are **khaki, blue, or black in color** (dresses and skirts must not be shorter than four inches above mid-knee). Leggings, jeans, and shorts are not permitted. Extremes in dress styles are not permitted – spaghetti straps, side slits, etc. (Exceptions: shorts may be permitted in facilities without air conditioning, with the approval of the Department Director or Retail General Manager).
- 2) Appropriate dress shirt, blouse, knit-top, or sweater which is **blue, black or white in color**. Clothing must be a solid color; logos, prints, or designs are not allowed. T-shirts are not acceptable. Sleeveless clothing are not permitted unless worn with a blazer or appropriate “cover-up” at all times.
- 3) Comfortable, clean, closed-toe/closed-heel shoes in good condition and worn with appropriate hosiery.
- 4) Hair must be clean, neatly styled, and combed. If hair is long it should be tied back. Extremes in hairstyles are not authorized.
- 5) Employees are expected to bathe, use deodorant, and brush teeth daily.
- 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 employees will wear proper personal protective equipment when appropriate (i.e. back support belts, steel-toe shoe covers). Uniforms, jackets, aprons, or personal protective equipment (i.e. back support belts) must be worn when, and if, issued.
- 11) 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 hours. 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: _____