

## Dress Code for Administrative and WFS Employees

Goodwill Industries of the Inland Northwest requires that the attire that Administrative and Workforce & Family Services (WFS) employees wear complement the workplace environment, which is professionally operated, efficient, and pleasant. Enforcement of this Dress Code is the responsibility, and at the discretion of the respective departmental supervisory/management personnel and/or appointed agents of Goodwill, such as a Human Resources manager. Goodwill reserves the right to change, extend, revise, revoke, and/or continue this policy at its discretion. This Dress Code applies to the following departments:

- Accounting
- Central Supply
- Executive
- Human Resources
- Information Technology
- Learning Department
- Maintenance
- Marketing
- Reception
- WFS

**Neat and Well-Groomed:** During all work hours, employees will appear neat and professional. Employees are expected to be suitably attired, well-groomed, and ensure that attire is clean and in good repair. Hair should be clean and well-groomed, including facial hair. All employees will maintain appropriate hygiene standards, to include but not limited to, excessive personal odor and/or fragrance, ensuring personal physical cleanliness, etc.

**Professional Attire:** Employees will use good judgment in determining what to wear at work. The general mode of attire for work is Business Casual, unless otherwise designated. When directed by supervisory staff, Business Professional dress will be required attire for the employee. Attire that is appropriate for work and that will be required for most of the time includes but is not limited to:

- Slacks/pants/trousers/leggings
- Skirts, dresses, and kilts – must be no higher than 3.5” above the knee and undergarments must be worn.
- Shoes that are considered professional and appropriate for your job duties and your position.
- Pants of dark denim or other solid colors with a complete lack of fade and signs of wear.
- Professional shorts and capris – must be made of materials similar to business casual materials for other attire and be no higher than 3.5” above the knee
- Dress or casual shirts, blouses, polo shirts, sleeveless tops/blouses, and only tee-shirts that contain approved Goodwill branding
- Tattoos that are visible may not contain content that may be offensive, racist, lewd, vulgar, or depict behavior that is not permitted in the workplace, to include but not limited to drinking, drug use, hate speech, harassing images or words, etc.
- Jewelry is subject but not limited to the same limitations as tattoos
- Hats and/or head coverings may be worn on company time, provided they do not display any content that may be offensive, racist, lewd, vulgar, or express brands (other than approved Goodwill branding) or depict behavior that is not permitted in the workplace, to include but not limited to drinking, drug use, hate speech, harassing images or words, etc.

**Prohibited Attire:**

- *Any attire that is reasonably distracting or overly revealing*
- Cutoffs or shorts other than professional shorts referenced in previous section.
- Gym wear or beachwear
- Tube tops, halter tops, off-the-shoulder tops, tops with spaghetti straps
- Flip flops (these are defined as shower shoes or beach shoes constructed primarily of rubbers and clear plastics)
- Any garment that does not fully cover undergarments or other outerwear designed to be typically worn as underwear
- T-shirts that do not contain approved Goodwill branding (any other branding is prohibited) or t-shirts that appear to be designed to be undergarments or very casual
- To respect the Goodwill culture of apolitical affiliation and overall neutrality, political garb and accessories are prohibited

**Special Accommodations:** Goodwill celebrates and encourages diversity. Whenever reasonably possible, Goodwill will take every opportunity to ensure that reasonable individual views and beliefs are supported and included into Goodwill’s mission and interaction with those individuals it serves. Organizational consideration will gladly be made to reasonably accommodate employees with a disability, with specific religious beliefs, and/or a specific cultural identity when appropriate. Employees will need to contact their supervisor or the Human Resources Department to request such a reasonable accommodation. The Human Resources department will determine whether a reasonable accommodation can be made.

Supervisors are responsible for interpreting and ensuring that the dress code is followed. When an employee’s dress, grooming, and personal hygiene 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.

**Special Exceptions:**

- Employees working in areas of the facility that require certain type of attire or footwear for safety reasons must comply with the dress code for that area of the facility (i.e., Job Coaches working in the production or retail area of the facility will comply with dress codes established for that area).
- Employees doing field work that places them in areas where more casual attire is optimal for completion of their duties must wear attire or footwear appropriate to the environment in the field (i.e., employees doing home visits/outreach in outdoor or more rugged conditions must wear attire and footwear for the environment).

**Casual Fridays:** On most Casual Fridays (unless otherwise specified by Goodwill management) employees may wear Business Casual attire, including blue jeans (in good repair). On Casual Fridays, team or sports jerseys, sports logo tee-shirts and sweatshirts, with the same stipulations as mentioned above, may be worn. It is expected that all professional and administrative staff will exercise good judgment in choosing attire that is appropriate, at the discretion of Goodwill.

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**Employee Printed Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**