

# Goodwill®

Industries of the Inland Northwest

## Dress Code for Retail Operations Managers

Retail Operations requires that the attire that 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.

**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. 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. Goodwill reserves the right to limit, alter, or otherwise revise warm weather attire to specific seasonal time periods at its discretion. 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 closed-toe, closed-heeled, comfortable, and in good condition.
- Dress or casual shirts, blouses, polo shirts, sleeveless tops/blouses, and only tee-shirts that contain approved Goodwill branding
- 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
- Uniforms, vests, aprons, or personal equipment (gloves, eye wear, etc) must be worn when, and if issued.
- 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*
- 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
- 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.

Employee Name (**PRINT**): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_