

Date: 12/24/11



Environmental Management Consolidated Business Center (EMCBC)

Subject: Office Attire Policy

Policy

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of the Director

1.0 PURPOSE

The EMCBC's objective in enforcing a dress code is to allow our employees to work comfortably in the workplace while still projecting a professional image for our customers, potential employees, and visitors. Accordingly, business casual dress is the standard for the EMCBC.

It is the EMCBC's intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate "business casual attire" during normal business operations and "casual Fridays." The EMCBC recognizes the growing popularity of casual business dress and the positive effects of this shift to boost employee morale, improve work quality, and encourage more open communication and increased productivity, therefore, creating a more comfortable work environment. To further enhance these effects, casual attire will be permitted, although not required, on Fridays. The EMCBC management reserves the right to continue, extend, revise or revoke this guideline at its discretion. Application of this policy is the responsibility of the EMCBC management and supervisory personnel. Requests for advice and assistance in administering or interpreting this policy should be directed to the EMCBC Office of Human Resources.

The key point to sustaining an appropriate business casual attire program is the use of common sense and good judgment, and applying a dress practice that the EMCBC deems conducive to our business environment. If you question the appropriateness of the attire, it probably is not appropriate. For example, clothing that is suitable for the beach, yard work, dance clubs, exercise sessions, or sports contests normally do not create a professional appearance at work; thus, is not appropriate. In a business casual work environment, clothing should be clean, neat, and fit properly. Torn, dirty, unkempt, or frayed clothing with unfinished seams is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Additionally, it is not appropriate to wear baseball caps in the office.

While this document provides the overall guidelines, it does not prohibit the EMCBC Director from granting exceptions for certain individuals for cultural, ethnic or religious practices, injury, disability or medical conditions, work assignments or other justifiable reasons. Additionally, the Director has the ability to delegate authority to the Assistant Directors for granting exceptions. It also does not restrict the EMCBC Director's ability to grant or direct other exceptions for less formal attire (e.g. Combined Federal Campaign activities) or for employees to wear more formal, professional business attire.

2.0 APPLICABILITY - This procedure applies to all full and part-time employees assigned to the EMCBC located in Cincinnati, OH, including EMCBC employees who are duty stationed at various other sites. EMCBC serviced sites may elect to adopt this procedure for conduct of their business.

3.0 RESPONSIBILITIES

3.1 Employees - reflect sound judgment and professionalism when determining the appropriateness of his or her daily business casual attire for the workplace and the services we provide. Employees should keep in mind that attendance to meetings or functions may dictate the attire necessary for the day.

3.2 Assistant Directors - are responsible for monitoring and enforcement of this policy.

4.0 GENERAL INFORMATION

Business Casual Attire - The following sections discuss appropriate business casual attire, as well as list items of attire that are not appropriate for the office. The information provided is not all inclusive; but, is a guide to what is and is not generally acceptable as business casual attire. However, if you are uncertain about any items of apparel, your supervisor and/or Human Resources staff are good sources for advice.

4.1 **Slacks, Pants, and Trousers** - Slacks, pants or trousers should be worn appropriately at the waist without exposure of undergarments. Inappropriate trouser wear includes jeans (or any type of denim material), sweatpants, exercise pants, any type of shorts, bib overalls, cargo or painter pants, and spandex or similar form-fitting pants typically worn for athletic events/exercise.

Jeans, cargo pants and painter pants are acceptable on Fridays, as long as they are clean, do not contain holes, and are not frayed or threadbare.

4.2 **Skirts and Dresses** - Casual dresses with modest necklines and skirts are business casual wear. Dresses and skirts should be at a length that allows the wearer to sit comfortably and modestly in public. Mini skirts are not appropriate in the workplace.

4.3 **Shirts, Tops, Blouses, and Jackets** - Casual shirts, dress shirts, polo or golf-type shirts, turtlenecks, sweaters and other tops with modest necklines without graphics or pictures that could be offensive are appropriate work attire. Most suit and sports jackets are good choices. Inappropriate work attire includes tank and tube tops, midriff tops, and halter tops, sweatshirts, and t-shirts, unless they are without graphics and worn under a blouse, shirt, jacket, dress or approved by the Director for a special event.

4.4 **Shoes and Other Footwear** – Orthopedic shoes, loafers, boots, clogs, flats, dress heels, and leather dock-type shoes are acceptable for office work. Athletic shoes (except as outlined in Section 4.6, Casual Fridays below or prescribed by a physician and permitted by the Director), casual thongs/flip-flops, slippers, and plastic or rubber shoes are not acceptable in the office. Any type of “beach-wear” shoes comprised of

- materials such as plastic or rubber are prohibited. For EMCBC employees who are in the field at one of our work sites, closed toe and heel safety-type work shoes may be required. Safety requirements should be checked before going to one of these sites.
- 4.5 **Cultural and Religious Garments** - The EMCBC Director may grant permission to employees to wear garments that reflect recognized cultural or religious practices. The delegation of such authority will be made on a case-by-case basis by the Director. Head coverings that are required for religious purposes or to honor cultural or ethnic traditions are permitted.
- 4.6 **Casual Fridays** - Each Friday is relaxed casual attire (as opposed to business casual) day at the EMCBC. While business casual dress is still appropriate, employees have the option to dress in a less formal and relaxed manner. Sports team, university, and fashion brand names on clothing are generally appropriate on Fridays. Jeans and athletic shoes are allowed. The ban on clothing with potentially offensive words, terms, or pictures remains in effect and is unacceptable every day.
- 4.7 **Employees working in the Field** - EMCBC workers who support client sites in the field are expected to follow the dress and safety codes of the client site office for the type of job being performed. The safety code may include hard hats, jeans, safety boots, gloves, and/or any other requirements of the job and of the site.

EMCBC RECORD OF REVISION**DOCUMENT- Office Attire Policy, Rev. 2**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial Policy	All	12/14/09
2	Review/Updated Policy	All	12/24/11