

CITY OF DINUBA DRESS AND APPEARANCE POLICY

The City of Dinuba is a professional organization. All employees will present a professional appearance in order to promote a positive image to customers. The general public frequently forms its initial impression of professional credibility solely on employee appearance. The appropriateness of attire as seen by the general public has a bearing on how other agencies and departments view employee professionalism and ultimately working relationships.

This policy applies to all employees, regardless of classification. Individual departments may have more specific policies in place based on needs.

An employee's religious beliefs or medical conditions, as defined by applicable law, that require deviation from the standards as set forth will be considered on an individual basis.

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's or division's dress guidelines depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms or other circumstances as defined by the Department Director.

1. Clothing/Footwear

- A. Employees who wear uniforms are expected to report for duty in the departmentally assigned uniform. Uniforms are expected to be clean and presentable. Additional standards are communicated at the department level.
- B. Employees who are not required to wear uniforms are expected to wear business clothing appropriate to the position held. Attire is expected to be clean and presentable.
- C. Employees may not wear the following:
 - (1) T-shirts and hats with logos or symbols (other than City of Dinuba affiliations)
 - (2) Spaghetti straps or strapless tops
 - (3) Mini skirts, the length of skirts should be no shorter than mid-thigh when seated.
 - (4) Revealing clothing (including low cut, backless, high midriff, etc.)
 - (5) Shorts (ok if professional looking skort-type, no jean material or cutoffs)
 - (6) Worn-out, frayed, tattered pants
 - (7) Visible undergarments
 - (8) Rubber flip flops and tennis shoes
 - (9) Blue jeans (with the exception of business casual Fridays and depending on the work day)

This list is an example only and may not include all items deemed inappropriate.

2. Personal Hygiene

- A. Personnel hygiene is essential. Therefore it is necessary that all employees maintain a clean, presentable appearance.
- B. Strong odor caused by perfumes, scented hair sprays, and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others.
- C. Employees are expected to maintain appropriate and professional hairstyles. Beards, sideburns and mustaches must be clean and neatly groomed.

3. Tattoos

- A. No tattoos are allowed anywhere on the head, face, or neck.
- B. Any visible tattoos shall not be obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, and/or gang related.
- C. Any non-conforming tattoos will be covered with clothing or a bandage while at work or removed.

4. Piercing

- A. No objects, articles, jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any part including the tongue or any part of the mouth except that the employee may wear two set of reasonably-sized earrings in each lobe. Any piercing that is a safety hazard is not allowed.
- B. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.

Each employee will receive a copy of the policy and will be required to sign an acknowledgement verifying that the policy has been read and understood.

Supervisors are responsible for explaining and enforcing the dress and appearance policy. Employees who report to duty and are non-compliant with the dress and appearance policy may be sent home to change without compensation. Failure to comply with, and repeated violations of this policy will be cause for disciplinary action up to and including termination.

Consistent with this policy, exceptions can be made at the department level by the Department Director due to the nature of work, special events, casual Fridays and departmental clean-up days.