



## Policies and Procedures Special Recreation Services, Inc.

Name of Policy:	Dress Code Policy
Policy Number:	#034
Department Responsible:	Administration
Purpose:	To ensure that all Special Recreation Services employees are representing the company in a professional manner.
Effective Date:	03/06/2019
Revision Dates:	05/08/2026

### Policy

**Special Recreation Services employees are expected to present themselves in a neat, clean and professional looking manner. The way we look plays an important role in how others feel about us and even how we feel about ourselves. Our appearance often is viewed as an extension of our work quality. Safety and hygiene are also important factors in our appearance and dress.**

### Procedure

**The following guidelines apply to all employees:**

- 1. Hair styles must be clean and in good taste.**
- 2. Facial hair must be neat and well-trimmed.**
- 3. Fingernails are to be clean and trimmed. No jagged edges.**
- 4. Clothing must be clean and in good repair, fit appropriately and be in good taste. Jeans are permitted but must not have holes or rips. All pants must be worn at the hips or above. Underwear must not be visible.**
- 5. Shorts are allowed but must be mid-thigh or below. No short shorts.**
- 6. Tank tops are only permitted if you are going to the pool, beach, amusement park, etc. with a client and you must have appropriate undergarments or a bathing suit underneath the tank top.**
- 7. Low cut shirts or anything showing cleavage are not allowed when working with clients.**
- 8. Clothing will not have any profanity or controversial topics written on them.**
- 9. Bathing suits must be modest. Tankini and one-piece suits are recommended as opposed to bikinis.**
- 10. Dangling earrings, large hoop earrings, large dangling necklaces are not allowed when working with clients.**
- 11. Ear gauges are not allowed. Large lip rings or nose rings are not allowed.**
- 12. Tattoos are allowed (as long as they are not deemed offensive by management), but they cannot be visible on the face (except permanent makeup).**
- 13. Use of perfumes and colognes should be subtle and not overpowering.**
- 14. Shoes should be low heeled and should be appropriate for the activity of the day when working with clients. So, if you are going to a pool, you can wear flip flops. If you are going to hike a trail or take a walk, sneakers or hiking boots would be the preferred footwear.**



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**15. We are a non-profit organization. When you are out in the community you are representing Special Recreation Services. Please do not wear any political, religious buttons or anything promoting a cause while at work. (Religious jewelry is acceptable).**

**Showing pride in your appearance and dress not only benefits you, but it also contributes to the company's image of providing quality services. Failure to follow these guidelines is grounds for disciplinary action up to and including termination of employment.**

CEO/President signature:

Date:

03/06/2019,  
05/08/2026