



Dress Code

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. 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 large holes or rips. All pants must be worn at the hips or above. Underwear must not be able to be seen.
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 or lake, amusement park, etc. with an individual 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.
8. Clothing will not have any profanity or controversial topics written on them.
9. Bathing suits must be modest and 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 individuals.
11. Lip rings, tongue piercings, nose rings, ear gauges or eyebrow piercings 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), front of neck or on a bald head.
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 individuals. 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.
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, 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.

Signature

Date