



## **DRESS and GROOMING CODE**

Sunshine Village strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, Sunshine Village requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Sunshine Village managers and supervisors may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others and/or consumers.

**Procedures:** All Sunshine Village employees are expected to present a professional image to clients, visitors, family members, guardians and representatives from funding and referral sources as well as the general public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment. Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

**Specific requirements:** Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. At the discretion of the Executive Director, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. (Please refer to the Summer Dress Code for specifics) On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

**Reasonable accommodation of religious beliefs:** Sunshine Village recognizes the importance of individually held religious beliefs to persons within its workforce. Sunshine Village will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource (HR) department.

For specific information regarding appropriate dress during work please see the Dress and Grooming practice.