



Dress and Grooming Policy

Effective June 24, 2024

Purpose: Sunshine Village is committed to providing a workplace that is safe, comfortable and inclusive. Employees should wear clothing that is appropriate for the work setting and the type of work performed.

This dress code does not ban or discourage religious and/or ethnic dress and Sunshine Village will make reasonable accommodations based upon ability/disability. Employees should contact the Human Resources Department with requests, questions and/or concerns.

- **CLOTHING**

- **SHOULD BE**

- In Good Condition – no tears or rips, have holes or missing buttons.
- Washed and Clean – not stained, splattered or smell of body odor or other unpleasant scents.
- Properly Fitting - not too tight or not too loose. Leggings and jeggings – with lengths that come below the knee - are acceptable as long as a top/tunic that comes to the front and back of the mid-thigh is also worn. Skinny jeans are acceptable as long as the tight material does not hinder movement.
- Casual – but work appropriate. Jeans of any color or style are acceptable but those that are purchased “ripped/holed” or are ripped or punctured after purchase are not acceptable. Frayed, unfinished and raw hems on jeans are acceptable if the fringed material is less than 1/2 inch in length. Yoga pants are acceptable but other workout clothes – such as bathing suits (unless at an approved water related activity) and bike/booty shorts are not. Sequined clothing, lingerie and pajama tops/bottoms are not appropriate.

- **SHOULD NOT**

- Display vulgar, obscene or violent graphics and/or words (including imagery of weapons, alcohol or drugs) and not display sexual or political references.
- Show too much skin (mid-drift area, upper thighs) or display cleavage. Clothing material should not be see-through.
 - Shorts, skorts and dresses must come to the knee or not be more than two inches above it.
 - Sleeveless shirts, dresses and blouses are acceptable if material covers the entire shoulder and the top has a very high armhole so that the armpit area is minimized and no skin from the body’s flank is visible. Tank tops, spaghetti straps, cold shoulders, tube tops, halter tops and tops where the sleeves have been cut off after purchase are not acceptable.
- Show undergarments (including bra straps.)

- **FOOTWEAR**

- **DIRECT CARE - NURSING and CLINICAL - MAINTENANCE and WESTOVER MAINTENANCE SYSTEMS PROFESSIONALS**

- Footwear must enable staff to work with clients and equipment safely.
 - Sneakers, shoes and boots/booties must have a closed toe and a closed heel.
 - Clogs and Crocs may be worn if they have a heel strap.
 - Heels/wedges must be less than 2 inches.
 - Flip flops, tong sandals, sandals, slides, mules, slippers and heels exceeding 2 inches are NOT acceptable.
 - MANAGEMENT and ADMINISTRATION
 - Footwear must enable staff to work in a safe manner while presenting a professional image.
 - Flip flops and heels/wedges exceeding 4 inches are NOT acceptable.
- **HEAD COVERINGS / HATS / HOODIES / ACCESSORIES**
 - All head coverings are acceptable and hats and caps may be worn inside buildings.
 - Hooded sweatshirts may be worn with the hood down.
 - Employees working directly with clients should refrain from wearing jewelry (particularly large pieces including dangling earrings, big hoop earrings, bangle bracelets, long necklaces) that may result in injury or damage from client interaction.
- **GROOMING and HYGIENE**
 - All employees must maintain an acceptable level of hygiene to ensure interactions with clients and other staff are pleasant. This includes oral and bodily hygiene.
 - SSV encourages employees to maintain their personal hygiene with regular baths/showers, use of deodorant/powder and daily oral hygiene. Employees are also encouraged to refrain from using heavily scented bath/beauty products.
 - Employees should refrain from wearing heavily scented perfumes and colognes.
 - SSV does not ban tattoos; however, tattoos that are vulgar, obscene or sexual in nature must be covered.
 - SSV does not ban body piercings; however, SSV cautions employees to be aware that piercings could lead to injury through client interaction.
- **SPECIAL CIRCUMSTANCES**
 - Members of Management, Clinical/Nursing, Case Management and Administration may wear shorts/skorts on days they are attending an outside event. Otherwise, shorts/skorts are not acceptable. Capri style pants are acceptable.
 - Employees working at sites external to Sunshine Village programs will be expected to adhere to the dress code of that business or organization.
 - Employees attending conferences, meetings or trainings or are representing SSV at a tradeshow, transition fair or external event will be expected to dress in a professional manner that is consistent with the dress of other participants.
 - Scrubs are acceptable for Nurses only.

ENFORCEMENT

The examples provided are not an exhaustive list. Common sense should be used when dressing for work and employees should not wear clothing or footwear that is more appropriate for the beach, home or a nightclub. All employees serve as role models for clients and should dress in a way that promotes safety and respect.

Supervisory personnel and members of Management are responsible for monitoring and enforcing this policy. The policy will be administered according to the following steps:

1. If questionable attire is worn, the supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

- . Sunshine Village gives each supervisor/manager the authority to determine what is questionable or inappropriate regarding dress and grooming.
 - . If an employee does not agree with the supervisor/manager, SSV has a grievance procedure that the employee can use.
- 2. The supervisor/manager may require the employee to alter the clothing for that day. If the employee needs to go home to change, part of their work schedule will be forfeited.
- 3. Repeated policy violations will result in disciplinary action, up to and including termination.