

**SOP 11- 08**  
**Dress Code for Employees Revision 1**  
**Standard Operating Procedures**  
**Grow Southwest Indiana Region 11**  
**Approval Date: 08/27/2021**

**Purpose**

All employees are expected to present a professional appearance and agency image by wearing appropriate dress and always maintaining proper grooming and hygiene habits.

**Rescissions**

SOP 11-08 Dress Code for Employees, 8-12-2011

**Content**

This dress code reflects the allowance that some departments may have alternate dress code guidelines that may require a more professional attire (e.g., more business professional for community representatives and leadership) or different than the organization-wide policy.

This policy contains the minimum standards that must be followed by all Grow Southwest Indiana Workforce partners located in WorkOne Southwest offices. It is the responsibility of managers and supervisors to ensure that all employees adhere to this policy. If an employee is dressed inappropriately, the manager or supervisor will inform the employee of the inappropriateness and the reason it is deemed to be so. If the employee's appearance is unduly distracting or inappropriate, the employee may be sent home to take the appropriate corrective action and then return to work. An employee who is sent home to correct their appearance may use personal leave time to cover the time that she/he is away from the office to change into proper attire. Repeated violation of the dress code policy may result in disciplinary action.

This policy is intended to be as comprehensive as possible, however managers, with counsel from their Human Resources departments, have the final discretionary authority.

Appropriate dress, proper grooming and hygiene are essential to ensure all employees portray a positive and professional image of the agency. Employee appearance should reflect professionalism and respect.

- Hair should be workplace appropriate.
- Body piercing jewelry may only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.

- Tattoos must be appropriate in content with minimal exposure to maintain a professional image. Facial tattoos are unacceptable. Tattoos cannot depict violence; be violent in nature; portray obscene pictures or gestures; spell obscenities; or promote drug and alcohol paraphernalia.
- All clothing including denim should be in good condition, meaning not torn, ripped, or soiled.
- Jeans and tennis shoes will be permitted on Fridays.
- Denim jackets are allowed.

**Not permitted:**

- Attire that would normally be considered “leisure”, “work-out”, or “recreational” in nature. This includes stretch or spandex pants, cargo pants, sweatpants, sweatshirts, flip-flops, house slippers, Croc clogs, Birkenstocks, tennis shoes, or athletic sandals.
- Leggings unless accompanied by a dress
- Shorts and skorts
- Clothing that is too revealing including bare midriffs and muscle tops
- No spaghetti straps, visible undergarments, and halter tops
- T-shirts that display any graphic or offensive content
- Flip-flops, house slippers, Croc clogs, Birkenstocks, or athletic sandals
- Hats or head covers (head covers that are required for religious purposes may be approved by Human Resources)

Exceptions for the wearing of tennis shoes may be made by providing Human Resources proper documentation from a health care professional.

If staff members are scheduled to meet with employers, staff must follow all safety requirements.

**Identification Badges**

All staff are required to display their WorkOne identification in a visible manner when interfacing with visitors.

**Other Exceptions to this Policy**

At the discretion of Board staff, formal business attire may be required of all WorkOne staff, including those employed by the State of Indiana, within a region.

Employees, at times, may be in situations requiring more formal business attire (employees conducting business or attending meetings, seminars, etc., or those who have regular contact with other business professionals) and should dress accordingly to both represent the Agency and interact with the other agency as appropriate. This includes, but is not limited to, staff attending work-related meetings in the community, business seminars, and regional/state trainings. If you have a question regarding appropriate business attire, you should speak with your supervisor.

This policy is effective immediately.