

HUMAN RESOURCE MANAGEMENT

Dress Code

Policy 7-16

Policy

The Department of Children and Families shall enforce a dress code applicable to all employees.

Dress Code

Every employee including temporary employees, interns and consultants shall present a well-groomed and professional appearance while at work. Clothing shall be neat, clean and conducive to the job duties of the employee and shall be free of rips, tears and stains.

Clothing that is tight, form-fitting, see-through, low-cut or, in the case of dresses and skirts, has a short hemline or a slit that serves to shorten an otherwise professional item, is prohibited.

Items that are specifically prohibited unless worn by employees due to the nature of their job and are authorized by appropriate supervisory and managerial staff include:

- gym attire including sweatpants, yoga pants, exercise pants, gym shorts and t-shirts;
 - clothing with slogans or messages that violate any other DCF policy; that could reasonably be deemed unprofessional or offensive to coworkers, clients or members of the public; or display items prohibited in the workplace such as tobacco, alcohol or weapons;
 - cut-off shorts;
 - crop tops and halter tops;
 - beachwear; and
 - flip flops or other footwear inappropriate to the work being performed or otherwise presenting an unprofessional appearance.
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Enforcement

Managers and supervisors shall ensure that staff is aware of this policy and shall enforce the requirements.
