

<b>POLICY TITLE: Dress Code</b>		<b>PAGE 1 OF 4</b>
	<b>CHILD AND FAMILY SERVICES AGENCY</b> <b>Approved by: <u>Brenda Donald</u></b> Agency Director  <b>Date: <u>March 29, 2012</u></b>	<b>REVISION HISTORY:</b> August 8, 2007 May 1, 2008
<b>LATEST REVISION:</b> March 29, 2012	<b>EFFECTIVE DATE:</b> August 8, 2007	

<b>I. AUTHORITY</b>	DC Official Code §§ 1-601.01 <i>et seq.</i> (Repl. 2006) and 4-1303.03 (Repl. 2008).
<b>II. APPLICABILITY</b>	This policy applies to all employees of the Child and Family Services Agency (CFSA, or Agency), including all third parties doing business with, or carrying out the goals and objectives of the Agency, such as CFSA interns, volunteers, and contracted employees.
<b>III. RATIONALE</b>	Employees contribute to the Agency's culture and its reputation by the way they present themselves in a variety of settings, including the workplace, the community, and the District of Columbia's Family Court. In order to ensure that employees have a clear understanding of the Agency's expectations for a professional presentation in all work-related circumstances, CFSA has established guidelines through this dress code policy. In addition to outlining a standard for professional attire, the policy promotes a positive working environment by limiting distractions caused by inappropriate clothing.
<b>IV. POLICY</b>	It is CFSA's policy to provide CFSA and private agency employees, as well as interns, vendors, and volunteers with clear guidelines for an appropriate, well-groomed, professional business appearance. CFSA does not discriminate in its dress code against any individual based on his or her appearance, nor does the Agency prohibit ethnic or religious attire that is appropriate for the workplace and does not interfere with CFSA's goal to present a positive and professional image. At all times, CFSA and private agency employees are expected to present a professional, business-like image to customers and the public.
<b>V. CONTENTS</b>	<b>A.</b> Business Professional Attire <b>B.</b> Business Casual Fridays <b>C.</b> Inappropriate Attire <b>D.</b> Grooming Standards <b>E.</b> Violations

<p><b>VI. PROCEDURES</b></p>	<p><b>Procedure A: Business Professional Attire</b></p> <ol style="list-style-type: none"> <li>1. Good grooming and appropriate dress reflect employee pride and can inspire stakeholder confidence in the employee’s intent to promote safety, well-being, and permanency.</li> <li>2. The following list is a general overview of acceptable business professional attire, but is not exhaustive: <ol style="list-style-type: none"> <li>a. Suits, ties, and shirts with collars</li> <li>b. Dresses and skirts <ul style="list-style-type: none"> <li>• Dress and skirt lengths should allow comfortable seating in public and should not expose the thigh or undergarments.</li> </ul> </li> <li>c. Blazers, sweaters, and cardigans</li> <li>d. Slacks and corduroys</li> <li>e. Blouses and dress shirts</li> <li>f. Dress shoes, heeled shoes, and boots <ul style="list-style-type: none"> <li>• Employees should consider safety factors when wearing heels over 3 inches, e.g., mobility during emergency evacuations or scheduled evacuation drills.</li> </ul> </li> </ol> </li> </ol>
	<p><b>Procedure B: Business Casual Fridays</b></p> <p>“Casual Fridays” are designed to allow employees to project a professional image while yet wearing casual and relaxed clothing.</p> <ol style="list-style-type: none"> <li>1. It is expected that all attire on “Casual Fridays” be neat, clean, and without tears or holes.</li> <li>2. Business casual dress shall only be permitted on “Casual Fridays”, unless such casual attire is suspended by the Agency’s director, or designee.</li> <li>3. The following list is a general overview of appropriate business attire for “Casual Fridays”, but is not exhaustive: <ol style="list-style-type: none"> <li>a. Sportswear (jeans), khakis, chinos, and Capri pants (just past knee length or below)</li> <li>b. Casual shoes (non-athletic), or sandals</li> <li>c. Polo shirts</li> </ol> </li> </ol>
	<p><b>Procedure C: Inappropriate Attire</b></p> <ol style="list-style-type: none"> <li>1. The following list of inappropriate attire includes but is not limited to clothing that reveals cleavage, chest, back, stomach, or undergarments: <ol style="list-style-type: none"> <li>a. Tops <ol style="list-style-type: none"> <li>i. Midriffs</li> </ol> </li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>ii. Crop tops</li> <li>iii. Halter or backless</li> <li>iv. Tube tops</li> <li>v. Extremely low cut</li> <li>vi. Spaghetti straps</li> <li>vii. T-shirts</li> <li>viii. Shirts containing profanity, nudity, or advertisement</li> </ul> <p>b. Skirts/Dresses</p> <ul style="list-style-type: none"> <li>i. High slits</li> <li>ii. Mini and micro</li> </ul> <p>c. Pants</p> <ul style="list-style-type: none"> <li>i. Rolled-down waist</li> <li>ii. Exposing undergarments or midriff area</li> <li>iii. Shorts</li> <li>iv. Extremely baggy</li> <li>v. Torn, frayed, extremely tight, or any pants with holes</li> </ul> <p>d. Shoes</p> <ul style="list-style-type: none"> <li>i. House slippers</li> <li>ii. Beach shoes</li> </ul> <p>e. Miscellaneous</p> <ul style="list-style-type: none"> <li>i. Athletic or gym attire</li> <li>ii. Sweat pants or sweat shirts</li> <li>iii. Revealing or “see-through” clothing</li> <li>iv. Clothing with wording or slogans that may be considered offensive</li> <li>v. Hats indoors (unless for religious purposes)</li> <li>vi. Sunglasses indoors (unless necessary for medical reasons)</li> </ul> <p>2. Employees shall consult with their immediate supervisors if they have any questions regarding the appropriateness of attire.</p> <p>3. Managers shall exercise their discretion when determining the appropriateness of an employees’ appearance.</p>
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	<p><b>Procedure D: Grooming Standards</b></p> <ol style="list-style-type: none"> <li>1. During business hours or when representing the Agency, employees are expected to present a well-groomed, clean, and neat appearance.</li> <li>2. It is important that employees be aware that the use of some personal products may have detrimental effects on the health of chemically-sensitive co-workers, clients, and stakeholders. Natural and artificial fragrances (perfumes, colognes, lotions, essential oils, powders, and other similar products) should be worn with restraint.</li> </ol>
	<p><b>Procedure E: Violations</b></p> <ol style="list-style-type: none"> <li>1. Employees who do not meet a professional standard of attire, as defined in this policy, may risk being sent home.</li> <li>2. Contingent on the time of day and the distance from the employee's home to CFSA headquarters, a supervisor may advise the employee to return home solely to change clothes and return to work.</li> <li>3. If it is impractical for the employee to return to the workplace, the employee's supervisor shall use discretion for approving annual leave or comp time.</li> <li>4. If annual leave is not approved, the employee shall enter time in PeopleSoft as "Leave without Pay" with supervisory approval.</li> <li>5. Repeated violations of this policy may result in progressive disciplinary actions, and possibly termination from employment.</li> </ol>

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