


<b>POLICY TITLE: Dress Code</b>		<b>PAGE 1 OF 3</b>
	<b>CHILD AND FAMILY SERVICES AGENCY</b> <b>Approved by: <u>Brenda Donald</u></b> Agency Director <b>Date: <u>December 1, 2014</u></b>	<b>REVISION HISTORY:</b> August 8, 2007 May 1, 2008
	<b>LATEST REVISION:</b> August 27, 2014	
	<b>EFFECTIVE DATE:</b> August 8, 2007	

<b>I. AUTHORITY</b>	DC Official Code §§ 1-601.01 <i>et seq.</i> , 2-1401.01 <i>et seq.</i> and 4-1303.03; DCMR 4-513 (Personal Appearance Guidelines) and 4-804 (Dress and Grooming Standards)
<b>II. APPLICABILITY</b>	This policy applies to all employees of the Child and Family Services Agency (CFSA or Agency), and all third parties doing business with or carrying out the goals and objectives of the Agency, such as CFSA interns, volunteers, contractors, and private agency employees.
<b>III. RATIONALE</b>	Employees contribute to the Agency's culture and to 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. It is essential that all employees have a clear understanding of the Agency's expectations for a professional presentation in all work-related circumstances.
<b>IV. POLICY</b>	It is CFSA's policy to provide employees 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 consistent with CFSA's goal to present a positive and professional image. At all times, 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
<b>VI. PROCEDURES</b>	<b>Procedure A: Business Professional Attire</b> <p>Good grooming and appropriate dress that reflect a professional image can inspire stakeholder confidence in employees and CFSA's mission to promote the safety, well-being, and permanency of children in its care. The following list is a general but not exhaustive overview of acceptable business professional attire:</p> <ol style="list-style-type: none"> <li>1. Suits, ties, and shirts with collars</li> <li>2. Dresses and skirts <ul style="list-style-type: none"> <li>• Dress and skirt lengths should allow comfortable seating in public without exposure of the mid-to-upper thigh or undergarments.</li> </ul> </li> </ol>

	<ol style="list-style-type: none"> <li>3. Blazers, sweaters, and cardigans</li> <li>4. Slacks and corduroys</li> <li>5. Blouses and dress shirts</li> <li>6. 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>
	<p><b>Procedure B: Business Casual Fridays</b></p> <p>“Casual Fridays” are designed to allow employees to project a professional image while wearing comfortably 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 torn areas or holes.</li> <li>2. Business casual attire is only 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 (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> <li>ii. Crop tops</li> <li>iii. Halter or backless</li> <li>iv. Tube tops</li> <li>v. Extremely low cut tops</li> <li>vi. Spaghetti straps</li> <li>vii. T-shirts</li> <li>viii. Shirts containing profanity or nudity</li> </ol> </li> <li>b. Skirts or Dresses <ol style="list-style-type: none"> <li>i. High-slit skirts or dresses</li> <li>ii. Mini and micro skirts or dresses</li> </ol> </li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>c. Pants <ul style="list-style-type: none"> <li>i. Rolled-down pants waist</li> <li>ii. Exposing undergarments or midriff area</li> <li>iii. Shorts</li> <li>iv. Extremely baggy pants or shorts</li> <li>v. Torn pants or extremely tight pants</li> </ul> </li> <li>d. Shoes <ul style="list-style-type: none"> <li>i. House slippers</li> <li>ii. Flip flops or beach shoes</li> </ul> </li> <li>e. Miscellaneous <ul style="list-style-type: none"> <li>i. Athletic or gym attire</li> <li>ii. Revealing or “see-through” clothing</li> <li>iii. Clothing with wording or slogans that may be considered offensive</li> <li>iv. Hats worn indoors (unless for religious purposes)</li> <li>v. Sunglasses worn indoors (unless pre-approved by the Human Resources Administration for medical reasons)</li> </ul> </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 employee’s appearance.</p>
	<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. <ul style="list-style-type: none"> <li>• Natural and artificial fragrances (perfumes, colognes, lotions, essential oils, powders, and other similar products) should be worn with restraint.</li> </ul> </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 by 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 in approving annual leave or compensatory time.</li> <li>4. If annual leave or compensatory time is not available, the employee shall enter time in PeopleSoft as “Leave without Pay” with supervisory approval.</li> </ol>

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