



## Policy: Personal Appearance

**ChildNet Number: CN 009.041**  
**Original Approved Date: June 30, 2003**  
**Policy Revised Date(s): March 19, 2010**  
**Policy Sunset Date:**  
**COA Standard(s): none**

### Statement of Policy:

ChildNet employees are required to maintain a professional appearance at all times in the execution of their job duties.

Board Chair's Signature: \_\_\_\_\_

Date: 11-15-10



## Procedure: Personal Appearance

**ChildNet Number: CN 009.041**

**Original Approved Date: June 30, 2003**

**Procedure Revised Date(s): March 19, 2010, March 12, 2014, February 21, 2018**

**Procedure Sunset Date:**

**COA Standard(s): none**

**Definitions: (if any)**

### **Statement of Procedure:**

These guidelines establish a uniform ChildNet policy for dress and personal appearance for all employees, as well as interns and volunteers.

A neat and clean appearance and dress in appropriate business attire for office, client and public contact, consistent with the type of job duty to be performed is to be maintained by all personnel.

### **I. ACCEPTABLE ATTIRE**

#### **A. "MONDAY-THURSDAY"**

##### Men

- Dress shirts (long or short sleeve)
- Collared shirts with the ChildNet logo
- Dress slacks, to include Khaki/Chinos style slacks
- Dress shoes and socks (Facilities staff may wear work shoes/boots)
- Ties and Jackets are required for all staff attending formal meetings with persons outside of ChildNet (not including routine meetings with partner agency staff)

##### Women

- Blouses
- Collared shirts with the ChildNet logo
- Suits, to include pant suits
- Dresses
- Skirts
- Dress pants, to include Khaki/Chinos style slacks
- Dress shoes, including sandals (Facilities staff may wear work shoes/boots)



## **B. "CASUAL FRIDAY"**

Unless staff is attending a formal meeting with persons outside of ChildNet or court, the following may be worn on Fridays and days as designated by the President for special circumstances:

- Casual shirts and blouses, especially those with the ChildNet logo
- Casual pants or slacks
- Capri pants for women, if calf length and dressy in nature
- Jeans (must be without holes, stains, or tears)
- Casual shoes, including sandals and well-maintained athletic shoes

## **II. UNACCEPTABLE ATTIRE ALL YEAR ROUND**

Clothing normally recognized for leisure and recreational activities is not appropriate attire for work. The following **are not to be worn by either men or women** while on duty:

- Shorts, Leggings, Sweatpants
- Flip-Flops, Slippers,; Crocs, or excessively worn athletic shoes
- Undergarments as outerwear, to include undershirts
- T-Shirts, tank tops, midriff tops, sweatshirts
- Baseball caps
- No revealing or transparent clothing

## **III. NAME BADGES**

Name badges are provided to all employees of ChildNet, Inc. and must be visibly worn during work hours.

Some latitude is allowed to enable personnel to keep current with styles and trends regarding hairstyles, facial hair or jewelry. However, it is still required that dress and personal appearance must be maintained at a professional level. Further, ChildNet does recognize cultural diversity with respect to jewelry, tattoos, hair, and clothing styles as these relate to ethnic customs. However, such expressions which present a distraction (e.g. facial piercings, uncovered tattoos) are not appropriate for the work setting.

The dress code for all court appearances, whether court hearings or meetings, includes, at a minimum, business dress such as suits, ties, dresses, skirts, blouses, and pantsuits. If there are any further court requirements for a higher standard of dress, these will take precedence over these guidelines. Under no circumstances is "Casual Friday" attire to be worn at court.



Exceptions to these guidelines may be made by the head of Talent Management, with the President's approval after review of the written request relating to one of the following:

- Religious reasons
- Medical reasons
- Safety or security reasons

Documentation may be requested in order to make a determination as to applicability.

It is the responsibility of supervisory staff to monitor personnel attire. An employee who, after being reminded and/or counseled by a supervisor and continues to dress inappropriately for the work setting is to be subject to the appropriate disciplinary action. Any personnel who comes to work wearing attire inconsistent with these guidelines may be sent home at the discretion of their supervisor.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

02-27-18