

CITY OF PLANO POLICIES AND PROCEDURES

209.000

Department Name: Human Resources

Procedure: Dress Code

Effective Date: 7/1/2017

Revision Date(s):

I. Purpose

As a City employee, you represent the City and your department when you are on duty and/or when you are in a City uniform. Dress and personal grooming communicates a professional image to our citizens, potential employees, and community visitors and helps to instill confidence in our ability to provide a high standard of quality services. Therefore, you are expected to be neat and clean and to dress for work according to generally accepted business and professional standards as dictated by your work assignment and as depicted in this policy. The City's overall goal in this policy is to ensure maximum flexibility to maintain good morale, respect individual style, and give due consideration to sound business practice. Therefore, the guidelines in this policy serve as a tool to help you gauge what may or may not be considered appropriate.

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's or division's dress guidelines depending on the nature of the work environment, nature of work performed, safety, involvement with the public, required uniforms or other circumstances as defined by the Department Director. The following guidelines are intended to assist you in complying with the City of Plano's Dress Code Policy.

If this policy causes concern due to religious beliefs, medical conditions or any other legally protected class, please contact the Human Resources Department to discuss appropriate options for accommodation.

II. Policies and Procedures

A. Business Casual Attire

The City encourages a business casual work environment. Business casual attire is permissible in the workplace but must be properly fitting in size and shape, neat, clean, and in conformance with safety standards. Anything that would be worn to a gym, beach or to do yard work is not considered appropriate attire for the workplace.

In determining your attire, it is important to keep your daily schedule in mind. If you are attending a City Council meeting, Board/Commission meeting or meeting with external customers or contacts, more formal business attire may be appropriate.

All footwear is expected to be appropriate to the employee's position. Shoes are to be neat, clean and in good repair.

CITY OF PLANO POLICIES AND PROCEDURES

209.000

Department Name: Human Resources

Procedure: Dress Code

Effective Date: 7/1/2017

Revision Date(s):

B. Body Ornamentation

Gauges (or large holes in the ears), body piercing or other ornamentation of the face (other than ears), head, and mouth are generally not appropriate for the workplace but may be permitted at the discretion of the Department Director. Body art, including but not limited to, tattoos, branding, intentional scarring, or body mutilation, is prohibited on the face or head. Permanent make-up is excluded from this policy.

Offensive body ornamentation is not allowed in the workplace. Offensive is defined as obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, associates with an extremist group, gang membership, or gang activity, or advocates or symbolizes prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, or age. The aforementioned body ornamentation is not permitted and must be covered in the workplace.

C. Grooming Standards

Personal hygiene is essential. Therefore, it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes regular bath/shower, use of deodorant, and oral hygiene. Undergarments must not be visible.

D. Hairstyles

Hairstyles and facial hair must be neat in appearance. Hairstyles, hair color, beards, mustaches, and sideburns should present a neat and professional style.

E. Makeup

Makeup must be professional in appearance.

Management is expected to enforce these guidelines and speak to employees for violations of any of the sections of the Dress Code Policy. If you report to work in inappropriate attire, you may be sent home to change into appropriate attire. Continued violations of this policy may result in disciplinary action.

CITY OF PLANO POLICIES AND PROCEDURES

209.000

Department Name: Human Resources

Procedure: Dress Code

Effective Date: 7/1/2017

Revision Date(s):

III. Appendices

Appendix “A” Clothing Styles and Appropriateness.

| Style | Business Professional | Business Casual |
|-------------|--|---|
| What | Business professional attire is the traditional, formal business look. | Business casual provides employees with an opportunity to dress more informally while maintaining a professional appearance. |
| When | As needed to present a professional appearance for meetings or special events, including but not limited to regular City Council study sessions, City Council meetings, Board/Commission meetings, meetings with businesses, and/or when representing the City. | Business casual is appropriate on normal business days when employees' duties don't involve the necessity to dress more formally. |
| Appropriate | <ul style="list-style-type: none"> • Business suits with tie • Slacks and sports coat, dress shirt with collar and tie • Dress boots and shoes • Business dresses, coat dresses and suits • Pant suits • Blouse/shells • Skirts | Everything listed for business professional attire, plus the following: <ul style="list-style-type: none"> • Slacks, capris/cropped pants (twill, khaki; not jeans) • Blazer/sport coat • Sweaters/cardigans • Knit golf shirts, polo shirts, City logo shirts • Neat jeans and/or tennis shoes on Fridays, on the day prior to major holidays, if in a field environment, or otherwise approved by the Department Director as |

CITY OF PLANO POLICIES AND PROCEDURES

209.000

Department Name: Human Resources

Procedure: Dress Code

Effective Date: 7/1/2017

Revision Date(s):

| Style | Business Professional | Business Casual |
|-------|-----------------------|--|
| | | <p>appropriate for the work assignment</p> <ul style="list-style-type: none"> • Tunics • Sports shirts with collars (short or long sleeve) • Banded collar shirts • Vests (with appropriate shirt) • Skirts • Leather boots, loafers, pumps • Collared shirt with professional or collegiate association • City-issued logo hats if assigned to a field environment • Bermuda shorts (denim or khaki), may be permitted in summer months if approved by Department Director |

Always Inappropriate

- Shirts with non-City slogans or large emblems
- All T-shirts with the exception of City related/sponsored
- Sweat or wind suits (shirts or pants)
- Jeans and/or tennis shoes, unless on a Friday, on the day prior to major holidays, in a field environment, or otherwise approved by the Department Director as appropriate for the work assignment
- Shorts or skorts

CITY OF PLANO POLICIES AND PROCEDURES

209.000

Department Name: Human Resources

Procedure: Dress Code

Effective Date: 7/1/2017

Revision Date(s):

Always Inappropriate

- Short skirts, including skirts with longer sheer/mesh overlay
- Shower shoes, "Flip-flops", "crocks", slippers, houseshoes
- Overalls, unless in a field environment or approved by the Department Director
- Form fitting stretch pants such as sweats, yoga pants, exercise tights, leggings or jeggings (tights can be worn as stockings but not as pants)
- Clothing with inappropriate advertising (e.g., cigarettes, beer or anything which portrays a negative image)
- Clothing not properly laundered or not in good condition (e.g., having tears, wrinkles or holes)
- Provocative or tight clothing that exposes back, abdomen, breast or buttocks
- Tank tops/halter tops, backless/strapless clothing
- Sheer or mesh garments that expose undergarments or mid-drift
- Visible tattoos and body art deemed offensive as defined in the policy