**Title: 4141 WORKPLACE ATTIRE**

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|  | **4140 Workplace Attire**   1. **Introduction**   As representatives of the Diocese of Altoona-Johnstown and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, employees are expected to present themselves in a respectful, conservative and professional manner at all times. Therefore, in accordance with anti-discrimination regulations, the required dress code is to be followed by the guidelines below.   1. **Business Casual**   This type of dress is to be used for the regular work week and is defined as business-appropriate while being less formal than business professional wear and more formal than what one would wear to personal outings.   * 1. Women: Dress, skirt, dress pants, blouse, sweater, safe, appropriate footwear.   2. Men: Collared shirts, slacks with belt, and safe, appropriate footwear with socks.  1. **Business Professional**   When meeting with visitors, employees may be required to dress in business professional attire. Principals are to provide guidance on when this is applicable.   1. **Inappropriate Items**   It is never appropriate, on any day, to wear:   * Jeans with tears or holes * Shirts or tops with offensive, political, or inappropriate words or graphics * Shirts, tops or dresses with low necklines, spaghetti straps or revealing midriffs * Shorts of any length * Mini-skirts, yoga pants or any type of revealing attire * Flip flops, crocs other unsafe shoes   The final decision about attire is at the discretion of the principal.   1. **Dress-Down Days**   On casual dress days, employees will be permitted to “dress down” and wear the following: jeans, casual shirts, leggings with tops that are thigh length (just above the knee), spirit wear, and safe, appropriate footwear. If employees are scheduled to attend meetings or host visitors, dressing down may not be appropriate. Principals are to provide guidance on when this is applicable.   1. **Discipline**   If clothing is determined to be inappropriate at the discretion of the Principal, employees may be asked to leave work in order to change with the related time being covered by paid time off or remaining unpaid.   1. **Body Piercings**   Rings and other body piercing jewelry through the nose, eyelid, tongue, or other visible body part other than the ear lobes are not permitted.   1. **Tattoos/Body Art**   Tattoos and/or body art will be evaluated on a case-by-case basis and employees may be asked to cover them at the discretion of the Principal. However, any on the face, scalp, ears, or neck are prohibited. Also prohibited are those of a sexual nature, those that depict racism or any that may otherwise be considered offensive under the same principles that apply to pictures, emails or posters in the workplace.   1. **Hair Color**   Hair color must be of a natural color. Dyeing of hair is permitted if the color is of a natural color. Dyeing hair an unnatural color may be permitted on a temporary(less than a week) basis with written permission from the DEO.   1. **Summary**   Good judgement in work attire and appearance is expected of everyone. If employees have questions concerning the appropriateness of an item, see the Principal. |