

Hawkeye Area Community Action Program, Inc. Policy	Policy # 504
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Standard of Dress	Effective: April 1, 2008
	Revised: September 28, 2017
APPROVED BY: HACAP's Board of Directors	

Policy Statement

HACAP strives to be an organization where employees enjoy their work environment while creating extraordinary results. We want our centers and offices to be a place where safety, comfort, and professionalism occur across all levels. Accordingly, we require our employees to present a positive image to the public and clients by requiring that they wear safe, appropriate attire for the work being performed.

Standard Operating Procedure

At all times, the appearance must be neat, clean and professional. Team members are asked to take their workday schedule and worksite into account when preparing to come to work. Casual business attire means that clothing allows employees to appear professional, yet comfortable while they perform their job at HACAP. Appropriate work attire may be different in an office environment than it will be in a classroom, kitchen, warehouse, and maintenance area or construction site.

Casual business attire can include:

- Slacks, khakis, jeans, sport shirts, polo shirts, bermuda or walking shorts, skirts, dresses, turtlenecks, pullovers, sweaters

Attire which is not acceptable includes items such as:

- Sweat pants/fleece pants/work-out attire
- Halter tops/tank tops/low-cut-tops
- Shorts that are 6 inches or more above the knee or cut-offs
- T-shirts, sweatshirts, or jackets with inappropriate wording or pictures
- Pajamas (unless there is a special PJ day activity in a classroom)
- Flip-flops/slippers

All team members who perform any work in the warehouse, classroom, kitchen, construction area, or maintenance area must wear shoes that have closed toes and closed backs when they are working in those areas due to safety requirements.

Some departments at HACAP may require that team members wear specific apparel while working. If so, those items will be provided by HACAP.

If a team member has a visible tattoo that is deemed to be in conflict with HACAP principles, he/she will be asked to cover it.

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Supervisors/Directors are responsible for interpreting and enforcing dress and grooming standards within their departments. This includes counseling team members whose appearance is inappropriate. Reasonable accommodation will be made for employees' religious beliefs whenever possible, consistent with the business necessity to present a professional appearance to the public.

Questions or complaints that cannot be handled to an employee's satisfaction with his or her Supervisor or Director should be taken to the Human Resources Department.

An employee who does not meet these standards will be counseled by his/her supervisor or Director. If the appearance is unduly distracting or unsafe, the employee may be sent home to correct the problem. Repeated disregard for the Standard of Dress Policy may result in disciplinary action up to and including termination of employment.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.