

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Employee Dress Code Policy

Policy Number: 1125

Origination Date: 02/17/2009

Revised: Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to require appropriate appearance and dress code for BBCBC employees.

Procedure

- A. BBCBC employees and volunteers are to dress appropriately for the job they are assigned to do.
- B. Good judgment is to be used so that employees present a professional image to the public.
- C. A professional business casual dress code for staff members, in all offices, exists.
- D. At no time are employees allowed to wear revealing or provocative, soiled or torn clothing.
- E. Supervisors will deal with inappropriate dress as a supervisory issue, subject to disciplinary action as necessary. If you are unsure about what dress is appropriate, talk to your supervisor.
- F. Staff who are required to make an appearance in court are required to dress in appropriate professional business attire.
- G. Unless otherwise specified, casual attire is appropriate for Fridays as defined by the employee handbook.