

**MENNONITE VILLAGE
POLICY & PROCEDURE**

TITLE: Campus Wide Staff Dress Code

PROCEDURE NO: HR 700.06

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POLICY PURPOSE:

What we wear to work makes an impression on residents and visitors. Staff members are expected to dress appropriately and professionally to represent the organization. This policy provides guidelines for the proper working attire to be worn by staff.

POLICY:

1. Identification Badges

All staff will wear a name badge provided by the facility at all times during their work shift. Exceptions to this policy are to be approved by the supervisor. The ID badge shall include name and position.

2. Uniforms

Most departments have specific uniforms for their staff. Talk to your supervisor or administrator about uniform requirements for your department.

3. Non-Uniform Employees

- a. Professional attire. Employees who are not required to wear uniforms (i.e., office, activities, and administrative staff) must choose attire that reflects modesty and respect for the residents we serve. Staff should remember that “this is the residents’ home” and that residents can easily be offended by inappropriate dress.
- b. Cleanliness. Clothing should be clean, pressed, and in good repair. There should be no holes, stains, or frayed edges on clothing.
- c. Inappropriate clothing. Clothing that is immodest or extremely casual, such as those normally worn for recreational activities, is inappropriate for the workplace. Some examples of inappropriate clothing would be: spandex yoga pants; tight or ill-fitting blouses, pants; sweatpants; pajamas; T-shirts with pictures or printing except those with Mennonite Village logos.
- d. Shorts. Shorts that are above the knee and not of a neutral color are not appropriate at work. You should check with your area administrator or director before wearing shorts to work. Split skirts are acceptable if they are knee-length or longer.
- e. Jeans. Unless jeans are a part of your department’s uniform, as approved by the Supervisor, they may be worn on announced “casual dress days” only. Jeans need to be clean and free of holes, stains, and frayed edges.

- f. **Shoes.** Shoes should be chosen to be safe for the type of work that you perform. If you are unsure, ask your supervisor which shoes are appropriate for your department.

4. Miscellaneous

Hairstyle, nail polish and make-up should reflect a neat and professional appearance. Fingernails should be nicely manicured and normal length for your position. Use of cologne is discouraged because it may be offensive or a health hazard to residents and staff. In addition, because employees, residents and customers may have allergies or be sensitive to the smell of smoke on clothing or hair, employees may not come to work or return from a break smelling of smoke. Staff may not wear tongue or facial jewelry that may be a health or safety hazard. All earrings must be appropriate for the regulations in your department.

5. Tattoos and Piercings

Mennonite Village allows employees to display tattoos and other body art at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others, or damage to Company property.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, residents, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
4. Corporate or societal norms.
5. Customer complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is the Company's goal. Nonetheless, the Company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, the human resource manager will follow Company procedures to resolve the issue.

6. Questions

Ask your supervisor or administrator if you have questions about appropriate appearance or attire in your department. Reasonable accommodation may be made for an employee with a disability or for religious requirements.

7. Consequences

If your supervisor or administrator feels your personal appearance is not appropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for your time away from work.

Campus Wide Staff Dress Code Policy

I have reviewed and received a copy of the Mennonite Village Campus Wide Staff Dress Code Policy. I agree to comply with this policy. I understand that lack of compliance with this policy could lead to disciplinary action, up to and including, termination of employment.

Employee Name (printed)

Employee Signature

Date