

# River Valley Child Development Services

## **Dress Code Policy Procedure**

Effective: September 1, 2013

All clothing, shoes and accessories must be free of holes, frays, graphics/slogans (except for agency or program graphics or slogans).

All clothing, shoes and accessories must be workplace appropriate.

Hunting attire, shorts and athletic wear are not permitted.\*

Any tattoos displaying inappropriate graphics, words, gestures, etc., must be covered.

Shirts with sports logos on them may be worn on Fridays.

If a supervisor determines that an employee's attire is inappropriate, a poor reflection on River Valley Child Development Services, or a hindrance to the ability to successfully perform job duties effectively, or poses a safety risk, the supervisor has the authority to ask an employee to change into something more appropriate.

If an employee is sent home to change into more appropriate attire, the employee must take leave time to cover the time absent from work or adjust their work schedule.

Repeated violations of the dress code may lead to disciplinary action.

\*Exceptions to the business casual dress are for childcare staff, school age staff, and TRAILS staff. These employees may wear shorts or athletic wear when it's appropriate for the workday.