



Series: 1200

Policy Name: Dress Code Policy

Policy Number: 1246

Origination Date: 10/11/2018

Revision Date:

Definitions:

Business Casual Dress Code: This may include: pants, dresses, capris or skirts with a hem no shorter than two inches above the knee, button-down shirts, collared polo/knit shirts, sweaters, and cardigans. Clothing should be well-fitting, neat and free of wrinkles. Shoes should be relaxed, in good repair and offer adequate coverage and protection. Shoes are required to be worn at all times. Unallowable clothing are graphic Tee-Shirts, shorts, items that are too revealing, flip flops and slippers.

Business Dress Code: For men, this typically means a shirt, tie, and jacket and dress shoes when away from the office on company business. For women a dress, skirt or pants suit with a reasonable heel height and provides adequate coverage and protection. All clothing should be well-fitting, clean and pressed and shoes worn at all times. Leggings are not considered pants and should only be worn under dresses or skirts. Unallowable clothing are graphic Tee-Shirts, shorts, items that are too revealing, flip flops and slippers.

Scope:

The Communities Connected for Kids, Inc. dress code policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company.

Dress Code Policy:

- Employees are expected to dress in business casual dress code or business dress code during the workweek unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes and/or tears.
- Employees will wear business dress code while attending court and all court affiliated meetings. If business meetings are away from the office on company business or at a central location including CCKids' Board of Directors, regional meetings, community partners, consumers or providers, business dress code is to be worn by all staff.
- Jeans are permitted on Fridays only. If jeans are worn on a day Monday through Thursday, staff must pay one dollar to the Outreach and Activities Committee for each occurrence (or \$20 paid per half year, \$40 paid per year as lump sum payments to take advantage of discounted payment). The office meeting schedule should be reviewed prior to wearing jeans. If a Board of Directors meeting, large regional meeting or equivalent is being held at staff's home office location, jeans should not be worn. Jeans must be in a neat and clean



condition, without rips, holes, stains, etc. Sneakers are only permitted to be worn with Jeans on Friday's.

- CCKids branded polo shirts paired with slacks or skirts are permitted at any time.
- Clothing should not be too revealing. (i.e., low cut, backless, strapless or spaghetti type straps; mini -skirts/dresses or showing undergarments)
- Clothing and grooming styles dictated by religion or ethnicity are exempt. Staff should discuss these exemptions with their supervisor.

Dress Code Violations

Managers and/or supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to clock out, leave work and return home to change clothes.

Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

Approved: Carol Deloach

Carol Deloach, CEO