

Washtenaw County Community Mental Health

APPROPRIATE ATTIRE – (guidelines)

PURPOSE

- Specify and communicate standards and guidelines of appropriate attire for WCCMH employees, students, volunteers and contractual staff
- Honor the employee's clothing preferences while ensuring a professional image is exemplified.

POLICY

- Provide standards on attire and appearance appropriate for each employee's work environment, job duties and professional image for consumers and visitors.
- Provide guidance in understanding the importance of providing a professional image as WCCMH and Washtenaw County employees.

DEFINITIONS

Professional Image: A clean, well-groomed appearance, which includes close attention to professional hygiene and well-maintained work attire

STANDARD(S)

- A) Each WCCMH Supervisor with support from the Program Administrator shall be responsible for:
- 1) Monitoring acceptable standards of personal hygiene and grooming.
 - 2) Assuring that clothing chosen by employees is appropriate, safe, and functional for their work environment.
 - 3) In general, WCCMH staff shall dress in a manner consistent with a well-maintained work attire that ensures a professional and respectful presentation of WCCMH to the community.
- B) Clothing not appropriate during work hours or when an employee is doing business as a WCCMH representative are:
- 1) Extreme clothing and/or shoes (i.e. too tight, overly large, too short, too revealing, too high, too casual)
 - 2) Clothing that could be a potential trigger for clients (i.e. casual military type/camo)
 - 3) Clothing bearing language or images that are profane, vulgar, or representative of alcohol and/or drugs.
 - 4) Clothing bearing language that is overtly religious or expressing partisan political views
 - 5) No skin should be exposed in the midriff area, and no undergarments should be exposed.
- C) Casual wear is permissible as long as it does not fall under restricted/inappropriate articles as listed (letter B) and/or staff is not assigned to a meeting or duty where casual

wear would be inappropriate.

- 1) Casual wear would include shorts, capris, jeans, sandals, and sweatshirts.
 - 2) Shorts should be knee length and appropriate for the designated work conditions.
 - 3) Casual wear including sweatpants and/or more relaxed attire must be approved by the Program Administrator and based on specific work assignments and duties assigned.
- D) Each employee shall be responsible for wearing his/her identification badge during work time and/or anytime when representing WCCMH in the community.
- E) At the Program Administrator's discretion individual dress and appearance standards may be modified for specific activities and for health and safety reasons.

Supervisors will monitor and address staff in violation accordingly. Staff shall receive supervision about appropriate attire prior to any disciplinary action. In extreme situations, staff may be required to leave the workplace and return in appropriate attire.

PROCEDURE(S)

There are no procedures for this policy/guideline

REFERENCES/NOTES

There are no additional external references, sources or notes for this policy/guideline.

EXHIBITS

There are no additional exhibits for this policy/guideline