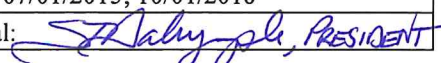


**POLICIES AND PROCEDURES  
HUMAN RESOURCES**

Section: 3 – General Personnel	Subject: 1.302 – Dress and Grooming
Effective Date: 11/1/2022	Supersedes: 03/25/04; 07/01/2015; 10/01/2018
Comments:	Administrator Approval: 

**POLICY:**

Recognizing that no written policy can address every possible dress and grooming style, Baptist Community Services has established the following guidelines for employees’ personal appearance.

**These guidelines are not all-inclusive. Employees are expected to use good judgment and moderation in dress and grooming, so as to present a professional appearance. Department Directors are responsible for the appearance of personnel in their departments, and they may establish separate dress policies for their departments. Such departmental dress codes shall not be more relaxed than these guidelines, without the prior approval of BCS Senior Management.**

Employees whose appearance is not acceptable for a conservative, professional environment, or whose attire represents a safety hazard, will be counseled and may be sent home (without pay) to address the issue. Repeated abuse of dress and grooming guidelines may be cause for disciplinary action, up to and including termination.

1. Shoes and Footwear. Not permitted: bare feet, flip-flops, unsafe or defective shoes, or house shoes. Sandals with at least 1/2-inch heel/sole are allowed.
2. Hairstyles. Hair must be neat and clean, and must not present an unprofessional appearance or unsafe condition. Male facial hair must be neat, clean, and trimmed.
3. Attire. Employees’ attire must be conservative and professional. Not permitted: Shorts, mini-skirts, tight pants, see-through or low-cut tops, spaghetti strap or tank tops without a jacket or blouse, printed T-shirts, tops that do not cover the midriff or undergarments, garments with extreme cuts, jeans, or athletic pants. Leggings/tights must be worn with top/dress no shorter than 2” above the knee. Capri pants are allowed as long as they are loose fitting. Appropriate undergarments must be worn that will not be seen under clothing.
4. Uniforms, if applicable. In coordination with the Human Resources Department, individual departments have designated specific uniforms for employees. Employees must follow the specific uniform guidelines established by each department and Human Resources. Full-time employees are furnished up to three BCS-logoed polos, part-time employees are furnished up to two BCS-logoed polos, and PRN employees must purchase at least one BCS-logoed polo. Employees are expected to keep the uniforms clean, neat, and in good condition. Uniforms must be fitted by the uniform supplier, and may not be excessively over- or under-sized. Uniforms must be neat and clean when reporting for a shift. Failure to report for duty in an appropriate uniform will be grounds to send the employee home to correct the deficiency.
5. Accessories. Jewelry may not be excessive, gaudy, or extreme in style. I.D. badges must be worn name side out. All visible piercings, limited to ear and nose piercings, must be professional in appearance and not present an unsafe condition. If other body parts are pierced, the jewelry (including but not limited to tongue rings, belly button rings, eyebrow rings, etc.) cannot be visible and should not be worn to work. Finger nail polish and nail length should be conservative and must comply with any regulatory requirements. Not permitted: Political buttons or other types of insignia or promotional matter.

6. Personal Hygiene. Daily grooming and cleanliness are expected of each employee. Employees must exercise moderation in applying perfumes and colognes. Cosmetics should not be used excessively; extreme make-up styles are to be avoided. Tattoos that are coverable must be covered when an employee is on duty, if possible, and must be professional in appearance if covering is not possible. Visible tattoos on or above the neckline are not permitted.
7. Occasionally there will be casual days allowed. Notification from authorized personnel will be sent stipulating appropriate dress for these occasions.

Exceptions. The above are general guidelines. Exceptions may be made by Department Directors as a job may dictate. Examples of such exceptions: Attire for employees of the Amarillo Town Club is more casual than that for other facilities and, in the summer, may include shorts and swimwear. When working on special temporary projects that may be dirty, such as moving equipment or files, employees may be authorized to wear clothing that would otherwise be unacceptable (*e.g.*, jeans).

Employees should remember that residents, customers, visitors, and community members may judge the entire organization by our appearance. The general rule for employees to follow is to dress conservatively and professionally any time they are on duty or wearing BCS identification.