

## Daggett Community Services District & Daggett Water Company – Employment

**POLICY TITLE: Dress Code & Personal Standards**

**POLICY NUMBER: 3200**

3200.1 At DCSD, professional image is important and is maintained, in part, by the image that employees present to customers, residents, visitors, vendors, and others in our business. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated public contact, the nature of the job, and working conditions.

3200.1.1 All employees that are required to wear uniforms shall wear the appropriate uniform for their work area. If an employee is governed by an MOU, the employee should follow the rules pertaining to his or her dress code as outlined in the relevant MOU. Employees are permitted to wear the uniform only during their work hours, work time, or traveling to and from work, or while representing the District. Employees shall not wear his or her District uniform while off-duty. Employees should report to work on time and in uniform.

3200.2 DCSD expects all employees to use good judgment and taste in matters of personal grooming and dress. Attire should be in keeping with the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional and conservative attire, and conduct themselves in a businesslike manner.

3200.3 In all cases, supervisors will assist employees to determine what is considered appropriate attire for the particular situation. All clothing should be clean and without rips or holes. The following is offered as a general guideline:

Business Casual Attire (Monday through Friday): No jeans, t-shirts, exposed midribs, low cut tops showing cleavage, tops with spaghetti straps, tube-tops, halter tops, sweats, shorts, tennis shoes, flip flops, or other informal or inappropriate attire.

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Business Attire (Board & Special Meetings): Generally will include suits, sport coats, dress shirt and tie and dress slacks unless excused by the General Manager in advance.

Field Work Attire (All times): Field or facility work may require special uniforms or equipment. Employees shall consult with a supervisor on requirements in advance. No personal hats or jackets, including with logos or names on them other than the District, shall be allowed.

### 3200.4 Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate [DISTRICT] dress code policy or grooming standards may be subject to disciplinary action, up to and including termination.

### 3200.5 No Discrimination

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin, or any other class protected by federal, state or local law. Employees have the right to comply with District's dress code in a manner consistent with their gender identity or gender expression. Employees who need a reasonable accommodation for clothing attire because of religious beliefs, observances, or practices should contact the Human Resources Manager to discuss the need for accommodation.