

DRESS CODE

SOURCE: OHIO EPA ADMINISTRATION

CONTACT: OFFICE OF EMPLOYEE SERVICES

Dress Code Policy:

It is the Agency's intent that work attire should complement an environment that reflects an efficient, orderly, and professional workplace. Dress practice that the Agency deems conducive to our business environment and use of common sense and good judgment should prevail. Employees wearing distracting, offensive, or inappropriate clothing may be required to change.

Examples of inappropriate office clothing include but are not limited to:

- denim pants (regardless of color)
- excessively worn, tattered, or frayed clothing
- cut off pants (not hemmed)
- halter tops
- midriff and crop tops
- tank tops
- shirts with tasteless or offensive printing
- slippers
- shorts or skorts
- jogging and workout attire (spandex pants, jogging suits, and sweat pants)
- flip flops or shower shoes

Tasteful and neat casual clothing (including jeans) is allowed when working on the weekends, on designated dress-down days, and for specific reasons or job-related conditions (e.g., field work, working in a mail room, moving the work area to a new location). Employees who are performing field activities should ensure that proper personal protective clothing is worn where required by Agency Standard Safety Operating Procedures (SSOP's). This includes items such as: safety footwear, chemical protective clothing, etc.

Agency managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective supervisor/manager will hold a corrective counseling session with the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the supervisor/manager will ask the employee to go home and change his/her attire. Employees are required to use their own leave when coding their timecard for that day.

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