



Medina County Policy Manual



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| Policy: Dress Code-Personal Appearance | Section: Work Rules | Number: 7.035 |
| Issued: 09/17/07 | Reviewed/Revised: | Page #: 1 of 2 |

A. Employees are expected to exercise mature judgment in their manner of dress and personal grooming. Employees will report to work in clean and well-maintained attire which is appropriate to their particular type of employment. Extreme styles in either dress or grooming are not acceptable.

A professional appearance and proper hygiene of employees presents a positive public image. Management reserves the right to send any employee home, on their own time, to change clothes that violate any part of this dress code policy.

B. Absent specific uniform and grooming requirements, examples of acceptable and/or extreme attire and/or grooming would include, but are not limited to:

- Excessively worn or faded clothing; Torn and/or ripped clothing, i.e. jeans, shirts, t-shirts;
- Grooming:
 - ♣ Skin, hair, and body are to be clean and free from offensive odors;
 - ♣ Scents and makeup are to be used sparingly and cannot be worn in concentrations which detract from the work environment;
 - ♣ Hair worn in a natural style; extremes such as cutouts, stripes, or unnatural colors in dyeing, (platinum, beige, pink, green, purple, etc.);
 - ♣ Fingernails are clean with length appropriate for job;
 - ♣ Beards, mustaches, and sideburns must be neatly trimmed and well groomed;
 - ♣ Jewelry must be simple and worn in a moderate and professional manner which does not present a safety hazard;
- Exposed undergarments;
- Exposed midriffs;

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- T-shirts with profanity, obscene/distasteful phrases or depictions, political statements, product endorsements;
 - Sweatpants and leggings;
 - Sweatshirts, tank tops, halter tops, tube tops, tops with spaghetti straps, shirts of sheer fabric, open design, low neckline, and undershirt-type apparel;
 - Tight fitting apparel;
 - Thong-like sandals and flip-flops;
 - Hats and sunglasses worn inside during working hours;
 - Body piercing in any visible part of the body other than the ears;
 - Tattoos or brands anywhere on the head, face, and neck that are not covered by the collar are prohibited. Prohibited tattoos include, but are not limited to, extremist, indecent, sexist, racist, sexually explicit, expletives; or tattoos that demean persons, places and/or things; or promote illegal activity, etc.
- C. Each department head is expected to establish a dress code within the general parameters set forth in this policy. The department head will discuss proper attire with each employee upon his/her hire and periodically review the department's dress code standards as situations dictate.