

PERSONAL APPEARANCE POLICY

Effective Date: September 19, 2019

Background: As representatives Region VII, all employees shall ensure that their dress and grooming promotes a professional image of the bureau to clients, customers, vendors, business visitors, and the public. The following guidelines address the standards for appropriate attire.

Dress Guidelines: Employees are expected to dress in appropriate business attire unless otherwise instructed by supervisors or other management personnel. Employees must use good judgment in determining what type of dress is considered appropriate business attire. Appropriate attire will depend on an employee's job duties and responsibilities, degree of customer and client contact, safety issues, and other activities. Clothing must be clean and neat in appearance at all times.

Acceptable Business Attire: Acceptable attire includes, but is not limited to, the following:

- Suits
- Ties
- Dress slacks
- Business appropriate skirt and dress lengths
- Dress shirts/blouses
- Corduroy dress slacks
- Pressed khaki/twill pants
- Capri pants in coordinating sets
- Pressed khaki, cotton, or cotton-blend shirts
- Appropriate dress loafer, lace-up/dress heel, dress flat

Unacceptable Attire: It is recognized that questions will arise in regard to the list of attire that is unacceptable. Different people use different descriptions of clothing items. It is not possible to specifically spell out each and every garment that is not appropriate for the workplace. Accordingly, we must be willing to approach this on a day-by-day basis initially. Unacceptable attires include, but are not limited to, the following:

- Muscle shirts, tank tops, halter tops, midriffs, or spaghetti tops
- Torn clothing, thread bare clothing, cutoffs, and beach attire
- Mini-skirts, mini-skorts, and other skirts that excessively short
- Sheer or "see through" clothing
- Spandex clothing
- Tee-shirts, sweatshirts, sweatpants, and other workout attire
- Slippers, casual sandals, or work boots (ladies dress sandals are permissible)
- Shorts of any kind
- Hats of any kind other than for religious or documented medical purposes

- All jeans, regardless of color, are prohibited in the workplace unless the supervisor has determined them to be necessary and appropriate for the employees' assigned tasks

Exceptions: Supervisors may authorize casual dress during moves or in similar situations where the work being performed requires alternate dress on a short-term basis. Supervisors can specify or alternative dress and grooming requirements for employee safety reasons or based on the business needs of their organizational and operational units

Holidays: Holiday attire may be worn the week of the holiday. Also, holiday attire may be worn during the whole month of December. Holiday attire must meet all the requirements set forth above to be acceptable in the workplace. Religious attire will not be appropriate unless listed below.

Religion, Ethnicity, or Disability: The Region VII Workforce Development Board will make reasonable accommodations for dress or grooming directly related to an employee's religion, ethnicity, or disability.

Action: Supervisors shall ensure their respective staffs follow the guidelines above. Any questions or comments are to be forwarded to the Region VII WDB Executive Director. When an employee is found to be outside acceptable grooming and attire standards, the employee will be sent home and charge annual leave. A second or subsequent deviation from acceptable grooming and attire standards will again result in the employee being sent home and charge annual leave. On the second and subsequent incidents, progressive disciplinary action will occur. If the balance of annual leave is insufficient, the employee shall be placed on unauthorized leave. This may be considered job abandonment, at the Executive Director's determination, and can be cause for termination from employment.

Equal Opportunity and Grievances: The Region VII Workforce Development Board prohibits discrimination in all aspects of the administration, management, and operation of Workforce Innovation and Opportunity Act programs and activities. Services offered at the Region VII WorkForce WV Career Centers will be provided universally without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Individuals may file a complaint or grievance by following the Region VII Workforce Development Board Grievance Procedure Policy, a copy of which will be provided upon request.

Questions: Contact the Region VII Workforce Development Board Executive Director, Robert C. Byrd Industrial Park, 151 Robert C. Byrd Industrial Park Road, Suite 2, Moorefield, WV 26836. Telephone number is (304) 530-5258. Fax number is (304) 530-5107.

Expiration: Effective until rescinded, in writing, by the Region VII Workforce Development Board.



T.J. Van Meter, Executive Director



Date



Layne Diehl, Chairperson Region VII WDB



Date