

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RHR-510.1

TITLE: **Dress Code**

EFFECTIVE DATE: 12/8/24

AUTHORIZED BY: Board of Trustees

This procedure shall apply to the employees of REACH for Tomorrow.

1.0 Procedure Objective

The objective of a dress code at REACH for Tomorrow is to project a professional image for our persons served, potential employees, and the community, while allowing employees to work comfortably in the workplace.

2.0 Business Casual or Above Required

In general, one must keep in mind that clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are not appropriate for a professional appearance at work. In addition, clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate.

Employees will report for work in attire appropriate to the conducting of business with clients and the general public. Each employee represents the agency, and the personal appearance of the employee should be professional, neat and clean. Employees will not be permitted to attire themselves in any manner of dress, decoration or jewelry which is not considered to be acceptable to the clientele that we serve, or the public and professional sector, which we depend upon for support of our agency and promotion of our services. Employees who refuse to adhere to this dress code of appearance will be disciplined up to, and including, separation.

References:

CARF Standards, Workforce Development