



STATE ACCOUNTING OFFICE
Human Resource Policy
DRESS CODE

EFFECTIVE DATE: August 1, 2006

UPDATED: June 15, 2016

REFERENCES: Standards of Conduct

PURPOSE

The State Accounting Office strives to be known as an agency where employees enjoy their work environment while creating extraordinary results. Also, we would like our office to be a place where open communication occurs comfortably across all levels.

To help meet these goals, the State Accounting Office has adopted a Business Casual Dress Policy as our dress standard Monday through Thursday for all employees. A Business Casual Dress Policy requires that staff use good judgment in the selection of clothing to wear to work to maintain a professional atmosphere and proper image to our various customers.

STANDARDS

SAO employees are expected to adhere to the following dress and grooming standards:

1. A neat appearance is required at all times.
2. Badge must be worn every work day.
3. Clothing must be clean, neat, unwrinkled and free from odors.
4. Dress appropriately based on business needs. There will be times you might have to dress more formal.

The following guidelines indicate clothing that is **NOT** appropriate at any time in our workplace:

1. Jeans/denim pants (except on designated casual day)
2. Tank tops, halter tops or spaghetti-strapped tops
3. Mini-skirts, shorts, spaghetti-strapped dresses, halter dresses
4. Low cut, sheer or other revealing clothing
5. Torn, frayed or ripped clothing
6. Offensive clothing
7. T-shirts with logos or writing on the front or back
8. Athletic wear (sweat pants, yoga pants, jogging suits, shorts, spandex, etc.)
9. Athletic shoes (unless medically prescribed or on casual days)
10. Beach flip-flops or slippers.

This list is not intended to be all-inclusive and is subject to change. Remember, employees are expected to use good judgement when deciding what to wear to work. If there is any doubt about whether a particular item is appropriate, do not wear it.

EXCEPTIONS:

Friday has been designated as a casual day. On these days employees will be permitted to dress in more relaxed attire, but must still present a neat, clean and professional image. Reasonable accommodations will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public.



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EMPLOYEES' RESPONSIBILITY:

Any employee whose appearance does not meet these standards will be counseled by his/her manager. If the appearance is unduly distracting, the employee may be sent home to correct the problem. Repeated disregard for this dress policy may result in disciplinary action up to and including termination.

MANAGER'S RESPONSIBILITY

Managers are responsible for enforcing dress code standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Questions or complaints that cannot be handled to an employee's satisfaction by his or her manager should be brought to Human Resources.