

## UPSTATE WORKFORCE BOARD Dress Code

The following information is intended to serve as a guide to help define appropriate business casual wear for all Upstate Workforce Board employees (including volunteers and interns).

Our objective is to have employees project a professional image for our customers and community while taking advantage of more casual and relaxed clothing. Business casual dress offers an alternative to the business attire of dresses, suits, ties, and dress shoes. Because of the nature of our business, neatness and cleanliness are absolutely necessary at all times. All clothing should be in good taste, and according to the requirements of Employees' positions.

On the other hand, not all casual clothing is appropriate for the office. An item that may be perfect for working in the yard, going on a picnic or playing sports is not appropriate for the office, nor is clothing that is too revealing. Clothing should cover your back, your chest, your stomach and your underwear. Regardless of the item, it is essential to avoid wearing anything to the office that is excessively worn, frayed or wrinkled.

There are times when traditional business attire is to be worn. Take your day's schedule into account when you are dressing. If you have a meeting scheduled with visitors, or if you are advised that others will have visitors with whom you will come in contact, you will want to dress in business attire. If you are attending a committee meeting, you may wear business casual attire (i.e. slacks and sweaters or professional blouses). However, if attending an Upstate Workforce Board meeting, you must dress in business attire (business suit or dress). Business attire is always acceptable, if that is your preference.

Listed below is a general overview of acceptable business casual wear as well as a listing of some of the more common items that are not appropriate for the office. Neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule is that if you are not sure if something is acceptable, choose something else or inquire first.

**Slacks**—Cotton slacks and dressy Capri pants are acceptable provided they are clean and wrinkle-free. Inappropriate items include jeans of any color (except on Fridays – see explanation below), sweatpants, wind suits, short shorts, Bermuda shorts, bib overalls, spandex or other form-fitting pants. (Please note additional clarification concerning jeans and leggings: 1. Jeans are acceptable on Fridays, so long as you do not have any meetings scheduled out of the office. Additionally, office staff members decided that part of the agreement in being allowed to wear jeans on Fridays included giving \$3.00 on the day the jeans are worn. These funds will be kept separately and will be used for office items such as paper towels, cups, etc. Jeans are not acceptable on days other than Fridays, unless receiving prior written approval from the Executive Director. 2. Leggings are acceptable, so long as the top/dress is not shorter than mid-thigh. Once, again, please make intelligent judgments about the outfit. (If you are not sure if it is acceptable, please ask first.)

**Shirts**—Casual shirts, golf shirts, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, spaghetti-strap tops, sweatshirts, shirts with large or potentially offensive lettering, logos or slogans, halter-tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket, or jumper. Low cut or mid-drift tops are not allowed. Staff members may wear Upstate Workforce Board golf shirts on Fridays or for career fairs, job fairs and other office events.

**Dresses and Skirts**— Hemlines should be no shorter than four inches above the crease in the back of the knee. Slits are acceptable as long as they are not more than six inches above the mid-knee. Backless, evening and sundresses are not

permitted. Casual dresses and skirts are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Mini-skirts, spaghetti-strap dresses, and beach dresses should not be worn to the office.

Casual dress is okay for Fridays, if no meetings are scheduled (this includes the ability to wear jeans, if following the guidelines outlined above under “Slacks”).

Footwear—Loafers, boots, flats, dress sandals, open-toed shoes, clogs and leather deck shoes are acceptable. Athletic shoes, sneakers, rubber or other type of flip-flops and slippers are not acceptable. Staff should not leave their individual offices barefoot. With the prior approval of the Executive Director, athletic shoes are acceptable on certain days, such as clean-up days.

Jewelry— Accessories and jewelry should be simple, uncluttered and generally conservative.

Make-Up and Perfume—Make-up and fragrance application should be moderate and conservative. Excessive perfume should be avoided.

Tattoos— Visible tattoos are not permitted and must be covered.

Body Piercing— Body piercing in other areas besides the ear(s) that are outwardly visible (i.e. eyebrow, nose, tongue, lip, etc.,) are not permitted.

Hair— Hair should be clean and well maintained. Hairstyles should be moderate, unexaggerated and businesslike. Hats are permitted as long as they are simple and generally conservative.

Headphones/Ear Buds— In some instances headphones/ear buds may be used while in the office. Some examples of appropriate times may include the following: listening to webinars and reviewing meeting recordings. When using them for these work-related purposes, staff should ensure that someone else can man the phones and be able to hear the doorbell when visitors come to the office. Headphones/ear buds should not be worn by staff for personal use such as listening to music, book recordings, etc.

An employee who violates the Company’s Standards of Appearance Policy may be sent home to change clothes and/or other accessories. The time needed to change clothes and/or other accessories will not be considered as “time worked” and the employee will not be paid for this time.

Repeated violations of this policy may result in write-ups and/or disciplinary action.

Supervisors are to ensure that the established dress and grooming standards are applied uniformly to all employees.

If you have any questions about proper attire in your work area, please direct them to the Upstate Workforce Board Executive Director.

**THIS DOCUMENT IS NOT A CONTRACT, EXPRESSED OR IMPLIED, BETWEEN THE UPSTATE WORKFORCE BOARD OR SPARTANBURG COUNTY AND THE EMPLOYEE.**