**C.A.R.E. For Change, Inc.**

**3621 N. Kelley Ave., Suite 100**

**Oklahoma City, OK 73111**

***“Gaining Wisdom from the Past to Build for the Future”***

Dress Code and Personal Appearance

The agency has taken the position that the success for our business is determined, in part, by establishing and maintaining a proper business atmosphere, which is determined by the image the employees project, as well as, business conduct. Employees are, therefore, expected to dress in a manner consistent with the nature of work performed. Employees, who are inappropriately dressed, based upon the opinion of supervisory personnel, may be sent home and required to return to work in acceptable attire. This Dress Code was enacted in order to promote a professional environment.

The agency has adopted an Everyday Business Casual Dress Code. The Everyday Business Casual Dress Code as set out below is acceptable at the CARE For Change, Inc. office and/or any other office/location where the employee will meet with clients, referral agency employees, ODMHSAS employees, OHCA employees, DOC employees or anywhere the employee is representing the agency during business hours. The only exception is explained below.

There may be occasions when the supervisor and/or other management personnel may determine that “Business” Attire is necessary for meetings or conferences hosted by the agency. The employee will be notified, in advance, when this type of dress is “required”. However, an employee may choose to dress in Business Attire every day.

Definition of Business Casual Dress Code:

**Women**

* Dresses, skirts, slacks. The “fingertip” rule applies to dress and skirt length, meaning when the arm is held straight down at the side, fingertips should be touching the fabric of the dress or skirt. Your split on your skirt will be considered the length of your dress or skirt. (**The top of the split is the bottom of your skirt/dress**).
* Capri pants and cropped pants are acceptable if not too casual.
* Ladies blouses, long or short-sleeved knit shirts with collars, blouses with vest, turtlenecks, mock turtlenecks, and sweaters. (Ladies blouses are not required to have collars.)
* Casual loafers, dress sandals, and dress boots.

**Men**

* Slacks (khakis, corduroys, twills, or other types of casual slacks).
* Long or short-sleeved shirts with collars (ties optional), knit golf shirts with collars, turtlenecks, mock turtlenecks, and nice, starched, denim shirts. All shirts are to **always** be worn tucked in.
* Collared shirts with or without casual vests, sweaters, or collared shirts with sport coats.
* Casual loafers and dress boots.

**Examples of UNACCEPTABLE Casual Wear**:

**Women**

* T-shirts; sweatshirts, jogging suits, tank tops, tube tops, halter tops.
* Spaghetti strap tops or blouses, or dresses. Employees need to be mindful of necklines to make sure that they are **not too revealing**.
* Leggings; too-tight or thin-knit stretch pants; sweat pants; shorts; overalls and jeans\*.
* Sneakers; work boots; flip flops and thongs.
* Any clothing that is deemed too casual by supervisors or managers, or of inappropriate length determined by the fingertip rule.

**Men**

* T-shirts, Henley-type shirts (T-shirts with buttons but not collar), un-tucked shirts, sweatshirts, jogging suits, tank tops, and sleeveless shirts.
* Shorts, overalls, sweat pants, jeans\* (regardless of color).
* Sneakers, sandals, work boots, flip flops, and thongs.

**\*Jeans Casual Fridays**

Fridays have been designated as “Jeans Casual Fridays” at the agency office. This is not acceptable at court, or other scheduled business meetings held on Fridays with representative(s) from other agencies. However, remember that jeans are to be clean and nice (no holes, frays, wrinkled or bleaching). No extreme styles (as determined by supervisor or management). Sweatshirts, when worn with a collared shirt or turtlenecks are also acceptable on “Jeans Casual Fridays”. All other rules for Everyday Business Casual Wear will apply to “Jeans Casual Fridays”.

**General Appearance**

Your general appearance needs to be modest, professional and clean. Please make sure that you cover tattoos, if possible. Men and women are allowed to wear body piercings, as long as they are not too distracting. Men can wear hats to the office, however, they must be removed while working in office. Women are allowed to wear stylish hats, if not too distracting. NO ball-caps are allowed. Extreme hair styles and color are not allowed. Please make sure that your overall appearance is well-arranged and clean.

**Objective**

Please keep in mind that the goal is to look consistent with an office environment; therefore, some items of clothing may just be too casual to wear to the office, even if it seems to meet the above guidelines for propriety. Everyday Business Casual provides some relaxation level from the normal standards of business dress, but it is important to preserve an appropriate level of professionalism and customer service. The professional image we project reflects our sense of pride in the work we do and the services we provide.

Managers are responsible for enforcing the dress code. Supervisors and managers can specify additional or alternative dress requirements based on the business needs of their departments. Supervisors and managers also can impose special dress requirements necessary for employee safety. Employees not adhering to the guidelines will be counseled according to the disciplinary process. Additionally, if the clothing worn is unacceptable, the employee may be sent home to change clothing, and will be docked for time away from work. Disciplinary action is appropriate for dress that is offensive, excessively distracting, or in direct conflict with this policy.

The Care For Change Agency makes reasonable accommodations for dress directly related to an employee’s religion, ethnicity, or disabilities.

*(Contact the Human Resource Department with questions about this policy.)*