

WORKPLACE ATTIRE POLICY

A. PURPOSE

It is the policy of Cape May County ("County") to establish guidelines that allow employees flexibility and comfort in their attire without compromising the County's need to maintain a level of professionalism in the workplace.

B. POLICY

1. Employees are expected to dress in a manner that is appropriate to their job function and that promotes professionalism, consideration, and respect for co-workers and the public.
2. The formality of workplace attire is determined by the context and nature of the employee's job function. Employees are required to dress appropriately for the job they are performing and should take into consideration any job specific safety concerns and requirements.
3. Clothing must be neat, clean, and appropriately fitting.
4. Appropriate hygiene is expected.
5. Employees should remember that good judgment must prevail when determining appropriate work attire.
6. The following is a non-exhaustive list of examples of inappropriate attire for the workplace. Some of these depend upon the context and nature of the job, however, others do not. Unless otherwise stated, the determination will be dependent upon context and job requirement.
 - a. Clothing with, obscene, and/or similarly crude language, expressions, or images. This is not acceptable regardless of context or job requirements.
 - b. Clothing that is in poor repair and/or dirty. This is not acceptable regardless of context or job requirements.
 - c. Undergarments worn as outerwear. This is not acceptable regardless of context or job requirements.
 - d. Beachwear.
 - e. Footwear that interferes with the employee's ability to respond to hazards and/or emergencies in the workplace, including, but not limited to, shower shoes, pool shoes, and slippers.
 - f. Clothing that is revealing as worn. This is not acceptable regardless of context or job requirements.
 - g. Sleepwear, including, but not limited to, pajama pants.
 - h. Jewelry that constitutes a health or safety hazard.
 - i. Exercise/athletic attire that is unprofessional in appearance.
 - j. Wearing non-religious or non-medically necessary head coverings in office settings, including, but not limited to hats, caps, and scarves.

k. (NOTE: This seems to be covered by f as modified.)

C. VIOLATIONS OF THE DRESS CODE POLICY

The goal of the policy is to ensure that the workforce is dressed appropriately. This is not intended to create disciplinary actions; the goal is to obtain compliance.

1. For a first violation, employees will be counseled on appropriate workplace attire. Prior to that, employees may consult with management if there is a question or management may choose to have a discussion that provides guidance without it being deemed a first violation.
2. For a second violation, the employee may be required to leave and return to work in appropriate attire. The employee may be required to use accrued time or time off without pay.
3. Following a second violation, incidents of non-compliance may result in disciplinary action.