

Warren County

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image that the County presents to its residents and visitors. The County recognizes that appropriate work attire may vary among departments, job positions, and nature of work performed.

During business hours or when representing the County, employees are expected to represent a clean, neat, and tasteful appearance and should dress and groom themselves according to the requirements of their position and accepted social standards. Business casual attire is recommended as a minimum standard for office environments and if job responsibilities involve interaction with members of the public. Employees are expected to demonstrate good judgment and professional taste. Both courtesy towards coworkers and the professional image portrayed to the public are factors to use to determine whether you are dressing in appropriate attire.

Supervisors and department heads are responsible for enforcing a reasonable dress code appropriate to the job being performed and environment. If your supervisor feels an employee's personal appearance is inappropriate, they may be asked to leave the workplace until properly dressed or groomed. Under such circumstances, the employee will not be compensated for the time away from work. Employees should consult their department head with questions as to what constitutes appropriate appearance. Where necessary, the County will make reasonable accommodations for persons with disabilities or with religious dress requirements.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must be worn at all times and provide safe, secure footing, and offer protection against hazards where applicable in relation to work performed.
- Tank, strapless, tube, or halter tops, or shorts may not be worn under any circumstances.
- Denim jeans are not to be worn in an office environment with exception of "dress down Fridays" where applicable.
- Clothing containing language, sweatshirts/sweatpants, athletic wear, t-shirts, men's shirts without collars, and footwear such as beach/sport flip flops and sneakers are not appropriate for business casual attire and/or office environments.
- Clothing or accessories that promote causes that include, but not limited to, politics, religion, sexuality, race, age, gender, and ethnicity are prohibited.
- Pants should be pulled up to the waist so that undergarments are not showing. Leggings, stretch pants, or yoga pants worn alone are inappropriate in the workplace.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave should be used in moderation or avoided altogether as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.

- Facial jewelry such as eyebrow rings, nose rings, lip rings, and tongue studs are not professionally appropriate and must not be worn during business hours.
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.