

Kids Central, Inc. System of Care Policy & Procedure

Series: Human Resources

Policy Name: Employee Dress and Appearance

Policy Number: 1107

Origination Date: 04/09/07

Revision Date: 01/15/2015, 2/22/17

Reference:

Policy

Kids Central, Inc. is a professional organization and strives to maintain a workplace environment that is well functioning and free from unnecessary distractions. Kids Central expects staff members, contracted providers and CMA trainees to represent the organization professionally. Appearance must be neat, clean, and appropriate for the workplace setting and for the work being performed. Also, the expectation is that staff must dress appropriately when representing Kids Central outside of the office.

Procedure

The following are examples of clothing considered appropriate:

Females – Appropriate Attire	Males – Appropriate Attire
Dresses and suits	Suits
Skirts of appropriate business length	Sport Jacket and Dress Slacks
Dress Slacks or Dress Capri Pants	Slacks, including Dockers and khakis
Blouses, Sweaters	Dress Shirt and Tie, shirts with collars, including “polo” shirts
Shoes: Pumps, Flats, Dressy sandals or Dress boots. Appropriate hosiery.	Shoes: Loafers, Dress shoes, Dress boots
Business casual (includes Kids Central logo shirts, Dockers/khakis slacks) Walking Shoes but not sneakers	Business casual (includes sports shirts, Kids Central logo shirts, Dockers/khakis slacks), walking shoes but not sneakers
*Leggings of a neutral color (i.e.gray, beige, black) if worn with corresponding dress/skirt of appropriate business length	
*No leggings are appropriate if worn as pants	

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The following are examples of what clothes are considered inappropriate and should not be worn at work:

Inappropriate Attire Females or Males	
Shirt Dresses	Beach wear
leggings if worn as pants	Athletic wear
T-shirts	Jeans of any color (unless on a designated day)
Athletic shoes or sneakers, flip flops	Sweatshirts or sweatpants
Torn, ripped or dirty clothing Clothing with holes	Tube, tank or halter tops (this does not include appropriate blouses that may not have sleeves, but shoulders of blouses must cover the bra strap)
Visible underwear	See-through clothing
Shorts	Hats and other inappropriate head wear

1. Clothing should be clean and neat in appearance.
2. Jeans and sneakers/tennis shoes will be permitted on approved clean-up days and jean Fridays or other designated special occasions such as sports appreciation days.
3. Facial piercings are not allowed. Gauges are not allowed.
4. Uncovered tattoos must show no more than 3"x5". Tattoos from the neck up or on the hands are not permitted. Tattoos should be culturally sensitive if occasionally visible.
5. If you have any doubt about something you would like to wear, please contact your supervisor.
6. Management reserves the right to request employees who are not in compliance with this policy to go home and change and/or remove piercings. Any time needed away from the office because of inappropriate dress requires the employee to use PTO time.
7. All staff members must carry or wear KCI's company identification badge at all times while at work.
8. All staff members attending court must dress in business attire to include appropriate shoes.
9. Supervisors, directors and senior management are responsible for enforcing this policy in a consistent manner.

Approved By:



 John Cooper, Chief Exedutive Officer

2/28/17

 Date