

3200.1 At ~~[DISTRICT]~~ **Newberry Community Services District**, professional image is important and is maintained, in part, by the image that **Directors and** employees present to ~~members~~ **customers, residents,** visitors, vendors, and others in our business. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated ~~requirement for~~ public contact, the nature of the job, and working conditions.

3200.1.1 ~~All employees that are required to wear uniforms shall wear the appropriate uniform for their work area. If an employee is governed by an MOU, the employee should follow the rules pertaining to his or her dress code as outlined in the relevant MOU.~~ Employees are permitted to wear the uniform only during their work hours, work time, or traveling to and from work, or while representing the District. Employees shall not wear his or her District uniform while off duty. **Employees should report to work on time and in uniform.**

3200.2 ~~[DISTRICT]~~ **Newberry Community Services District** expects all employees to use good judgment and taste in matters of personal grooming and dress. ~~Good judgment includes consideration for both Newberry Community Services District [DISTRICT] and its constituents and clients.~~ Attire should be in keeping with the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional and conservative attire, and conduct themselves in a businesslike manner.

3200.2.1 **[OPTIONAL]** No visible tattoos are allowed anywhere on the head, face, or neck, unless for religious reasons or purposes that the employee professes or provides information of religious affiliation or associate. Any visible tattoos cannot be obscene, sexually explicit, or otherwise violate the District's policy against unlawful harassment or discrimination. ~~Extremist or gang-related tattoos are also not permitted.~~ All non-conforming tattoos must be covered with clothing or a bandage while at work, ~~or must be removed.~~

3200.2.2 **[OPTIONAL]** No objects, articles, jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any body part (including the tongue or any part of the mouth) except that an employee may wear two sets (i.e., four holes total) of reasonable-sized (i.e., small and professional-looking) earrings in the ear lobe. Piercings as described herein shall be allowed if the employee provides information of religious affiliation or association related to his or her piercings. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer while the employee is working.

3200.3 In all cases, supervisors will assist employees to determine what is considered appropriate attire for the particular situation. **All clothing should be clean and without rips or holes.** The following is offered as a general guideline:

Business Casual Attire (Monday through Friday): No ~~jeans, t-shirts,~~ exposed midriffs, low cut tops showing cleavage, tops with spaghetti straps, tube-tops, halter tops, sweats, ~~shorts, tennis shoes,~~ flip flops, or other informal or inappropriate attire.

Business Attire (Board & Special Meetings): Generally will include suits, sport coats, dress shirt and tie and dress slacks unless excused by the General Manager in advance.

Field Work Attire (All times): Field or facility work may require special uniforms or equipment. Employees shall consult with a supervisor on requirements in advance. No personal hats or jackets, including with logos or names on them other than the District, shall be allowed.

3200.4 Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. **Non-exempt Employees** will not be compensated for the time away from work. Employees who violate ~~[DISTRICT]~~ **Newberry Community Services District** dress code policy or grooming standards ~~will be subject to corrective action and may be subject to~~ disciplinary action, up to and including termination.

3200.5 No Discrimination

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin, or any other class protected by federal, state or local law. Employees have the right to comply with District's dress code in a manner consistent with their gender identity or gender expression. Employees who need a reasonable accommodation for clothing attire because of religious beliefs, observances, or practices should contact the Human Resources Manager to discuss the need for accommodation.