

## **DRESS CODE**

### **Purpose:**

The City of Camden requires all employees to maintain appropriate standards of grooming and dress that are in keeping with the professional stature of the work place. Personal appearance should reflect a professional, business like image. Though it is understood that dress and appearance is often a matter of personal taste, all employees must bear in mind that a professional image must be reflected at all times.

### **Policy:**

- A. It shall be the policy of the City of Camden that employees report to work properly attired in accordance with their job duties. Uniformed personnel must be dressed in accordance with contract requirements and law.
- B. Whether it is Monday through Thursday or Casual Friday, clothing must be clean and neatly worn.

Under this policy, the following are considered examples of inappropriate (but not limited to) attire at all times: low-cut fronts or backs, halter tops, midriff tops, beach wear, lingerie-like clothing, anything spandex, high splits in skirts, shorts, muscle shirts, concert t-shirts, excessively baggy pants, or extremely tight clothing of any type.

### **Exceptions To This Policy:**

**Inclement weather:** In the event of heavy rain or snow, employees will be permitted to report to work in casual attire.

**Work site:** Casual attire will be permitted if your job duties require you to work outside, e.g. Inspectors. Twenty-four hour operations with no contact with the public, e.g. Police Communications.

**Special Assignments or Events:** Casual attire will be permitted as required by any special assignments or event, e.g. cleaning up your work area or office, moving files, etc. Casual attire will not be allowed if a meeting is scheduled outside of the office or with the public.

**Religious or Ethnic reasons:** Employees will be permitted to wear appropriate apparel for Black History Month, St. Patrick's Day, Christmas etc. Those employees whose religion requires them to wear certain apparel will be permitted to do so.

**Casual Friday:** Casual business wear will be allowed for office workers on Friday. Casual business wear is clothing that allows you to feel comfortable at work yet is appropriate for the office environment.

**NOTE:** Incidents of non-compliance may result in disciplinary action in accordance with Personnel procedures. This policy will be subject to amendment when necessary.