Working Attire

[*Owner: Office of Human Resources*]

Employee appearance contributes to the overall diocesan culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by clients and customers in the Catholic community.

Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Reasonable accommodations will be made where required. In situations where the appropriateness of an employee's appearance or attire is in question, the Director of Human Resources will intervene.

Business casual attire is expected of all employees. Basic elements for appropriate attire include clothing that is in neat and clean condition. Appropriate workplace dress does *not* include clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances or hair.

Business casual dress is defined as follows:

- Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops.
- Pants: Casual slacks/ trousers, cropped or capri, and jeans without holes, frays, etc. Examples of inappropriate pants include shorts, camouflage, and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

Although it is impossible to establish an absolute dress and appearance code, diocesan administration will determine a reasonable and professional workplace standard to individuals on a case-by-case basis. Administration may make exceptions for special occasions, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her director.