

MARKLUND
HUMAN RESOURCE POLICY AND PROCEDURE

POLICY NO: 3.12

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SUBJECT: DRESS CODE AND APPEARANCE

DEPARTMENTS AFFECTED: ALL APPROVED BY: Leadership

**ISSUE DATE: 12/1/90 REVISION DATE: 7/8/94, 5/21/96, 9/2/96, 7/24/98, 7/24/00,
10/1/01, 6/19/02, 9/10/04, 7/1/05, 11/26/12 EFFECTIVE DATE: 7/22/94**

PURPOSE: The purpose of this policy is to inform all employees that they are to project a clean and professional personal appearance. Marklund recognizes that different applications of this policy may be necessary depending on the degree of client contact, nature of work and safety issues. Therefore, this policy provides only general guidance. The final decision as to what constitutes appropriate professional appearance is the responsibility of management.

POLICY: Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times.

1. Any employee working with food must meet the state health requirements for hair restraints.
2. All employees who work primarily in an office environment are expected to dress in an appropriate professional fashion. Jeans may be worn on Friday's and under special circumstances.
3. Employees should make reasonable attempts to keep their tattoos from being visible when being photographed, interviewed, attending external meetings and/or at events on behalf of Marklund. Tattoos that may violate the rights of others with offensive words, terms, logos, pictures, cartoons, slogans must be covered at all times.
4. Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers and clients.
5. Employees that primarily work with the clients should dress comfortably using the following guidelines:
 - a. Pants/jeans should be clean without fraying or holes.
 - b. Shorts are allowed during warm weather. They must cover at least one half of the thigh, generally measuring from the inseam and be loose fitting enough to comfortably perform the essential functions of the individual's job.
 - c. Shirts must cover the entire shoulder, sleeveless is still acceptable. Tops must be long enough that they may be tucked into pants/shorts. Inappropriate attire for work includes midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans; halter tops; and tops with plunging necklines.
 - d. Shoes must be closed toed and closed heel. No sandals, flip flops, or clogs are allowed. Soles and heels should be no thicker than one inch.
 - e. Employees working with the clients are encouraged not to wear jewelry and may be asked to remove any article that could be a hazard to the clients and/or their safety. Fingernails must be clean and no longer than the tips of your fingers. No

acrylic nails are allowed. Small jewels or decorations that could come off while caring for the clients are not allowed.

- f. Employees are not allowed to wear hats, unless participating in special activities such as field trips.

Additional restrictions may be added by the department manager in order to maintain an appropriate level of appearance or professionalism

Individual departments have the authority to define appropriate professional dress standards for their employees. Some positions may require employees to wear special clothing or uniforms. Employees should follow departmental guidelines in regard to professional dress standards. *Marklund will make every effort to reasonably accommodate employees sincerely held religious practices as related to dress and appearance, and will not discriminate on the basis of gender, race, religion, disability or any other protected status.*

If an employee is requested by management to return home to change into acceptable attire, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy could be cause for disciplinary action up to and including termination of employment.