

HORIZONS UNLIMITED OF PALO ALTO COUNTY, INC.
POLICIES AND PROCEDURES

“Providing opportunities for our Horizons family to develop their full potential in a positive atmosphere.”

Subject: Horizons Unlimited Employee Dress Code Policy

Section:

CEO approved: Ron Askland

Board President approved: Jean Eichmeier

Effective Date: 10/28/13

Reviewed Date: 10/28/13

Policy

This policy is to set a minimum guideline for employees in regard to appearance. Our ability to inspire trust and earn confidence from our members, families, guardians, and case managers depends in part on presenting a professional image in our appearance and actions.

Communication professionals say people form an impression of someone within seven seconds of their first meeting. If our employees look and act professionally, members have a greater confidence in our ability. Without question, appearance is important in the workplace.

We want our employees to not only do their best, but to look their best as they continue to uphold the professional image of our organization. Some of the professional appearance guidelines (such as footwear) reflect safety and health issues for staff as well as members. An important goal of this policy is consistency. When everyone interprets the policy in the same manner, the result is consistent and fair administration.

The residential staff dress code must be followed. The professional appearance policy must be followed whenever at work and on-the-clock, including trainings and professional development.

Procedures

General Guidelines

Your attire should always project a well-groomed, professional appearance. If you have a question or concern whether something is appropriate to wear, the best rule is not wear it, or discuss with your manager or supervisor.

1. **Footwear:** Shoes are required and should be polished or clean to promote a professional appearance. Footwear and hose/socks should meet safety standard for the job performed. Sports sandals (i.e.: Nike or Reebok sandals), cros with holes and beach footwear (i.e.: flip-flops or thongs) are not acceptable. OSHA requires the use of protective footwear

when employees are working in areas where there is a danger of foot injuries, splashing of blood or OPIM (other potentially infectious materials). Please note: Appropriate footwear must be worn when working with members at all times.

2. **Hair:** Hair should be neat and clean. Staff with shoulder length or longer hair should have it pulled back away from the face and secured so it does not fall on the members or interfere in your work area. No unnatural hair colors are permitted. Facial hair must be kept clean and neatly trimmed.
3. **Nails:** Fingernails should be in good repair, clean, and neatly trimmed. If nail polish is worn, it should be free of chips.
4. **Clothing:** Clothing should be clean, pressed, and in good condition (free of holes and tears), and should fit properly. Undergarments must be worn and should not be visible. Examples of inappropriate clothing include: tank tops, halter tops or halter dresses, bib overalls, pajama pants, spandex pants, scrubs, sweat pants, jogging suits, pants that drag on the ground, tight clothing (including uniforms, skirts, dresses, pants, leggings or tops), revealing clothing such as low-cut tops, high slit skirts, bare midriff or very short skirts.

T-shirts and sweatshirts should not contain derogatory, suggestive, or otherwise offensive words or images. Horizons t-shirts and sweatshirts may be worn.

5. **Odor:** Body odor, tobacco odor and perfume/cologne can be offensive to members, families and co-workers. Some perfume/colognes or tobacco odor can cause an allergic reaction to sensitive individuals. Perfumes and colognes should not be worn in areas where working with members. Excellent personal hygiene is an expectation of all employees. Body odor is unacceptable. The odor of tobacco is unacceptable on an employee when in the work environment.
6. **Accessories:** Excessive jewelry (numerous rings per hand, multiple bracelets, long necklaces, more than 2 earrings per ear, visible body piercing except in ears), ear lobe gauges/plugs, long fingernails, excessive make-up, and other adornments distract members and others from the excellent care and service received and are not appropriate for professional attire.
7. **Medical or other exceptions:** Any medical, religious or other exceptions to the “Professional Appearance “policy must be approved by Human Resources. Documentation to support reasons may be required. Permanent medical exceptions must be updated annually.