



TACOMA HOUSING AUTHORITY

Policy No.	HR-10.30
Policy	Workplace Attire and Assigned Uniforms
Date	July 16, 2009

1. Purpose

This policy states THA's expectations about employee work-place appearance, dress, and use of assigned uniforms and equipment.

All employees are expected to adhere to a high quality and professional standard of dress while at work.

2. Sources for Policy

It is in THA's best interest to evaluate, recommend and require professional dress standards for our employees.

- ▶ *THA Policy HR-10.50 Discipline of Regular Employees*

3. Scope of Policy

This applies to all THA employees while performing their duties.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>All staff</i>	All staff should conform to this policy.
<i>Supervisors</i>	Supervisors should monitor their staff's compliance with this policy.

5. Definitions

[No entry]

6. Forms Associated with this Policy

[No entry]

7. Policy

7.1 Daily Attire

7.1.1 Daily Attire

Office or field attire is expected to be neat, clean, fit properly, be in good taste and appropriate for your job. Overall, workplace attire is expected to be professional. Standards may vary from position to position due to such factors as the type of work and amount of public contact involved.

Employees shall use their good judgment in selecting appropriate clothing.

Please avoid extremes in clothing, makeup, perfume or jewelry.

Revealing or provocative clothing, cut-off jeans, spandex clothing of any type, shorts, “sweats”, and flip-flops are prohibited. Appropriate work shoes must be worn at all times. Good personal hygiene habits must be maintained.

Clothing should fit appropriately. Clothing that is too tight, suggestive, or revealing is inappropriate. Clothing that sags or is significantly oversized is inappropriate as well.

7.1.2 *Maintenance Uniforms*

All Maintenance employees who have passed their probationary period shall wear uniforms and other workplace equipment including personal protective equipment as directed with appropriate regard for their maintenance and condition. One purpose of the uniform is to allow THA tenants and others to safely identify a THA Maintenance employee who may seek admission into their home.

Every full-time, regular employee will receive an allocation of uniforms for their work. Uniforms may be purchased by THA or rented for the use of the employee. Employees are required to sign for the uniforms and the uniforms are considered THA property and are to be returned in the event of termination.

Uniforms are expected to fit correctly as well as be neat and clean to the extent possible. Uniforms that are damaged in work-related activity shall be replaced or repaired.

No garment may be worn over the uniform during work time unless such garments are required for the employee to properly perform their job (i.e. a coat being worn while shoveling snow or any protective gear needed for safety purposes). A turtleneck or other shirt may be worn underneath the uniform.

In the event of employee termination, uniforms are to be returned as part of the exit process. If they are not returned, THA may deduct the cost of the uniforms from final pay due the employee.

7.1.3 *Office Casual Fridays (for Office Personnel Only)*

The same guidelines for attire Monday through Thursday apply on Office Casual Fridays with the exception that jeans, tee shirts, and sweatshirts (not sweatpants) are allowed to be worn. All clothing should be neat in appearance and without tears or holes.

- (a) Keep in mind that tee-shirts and sweatshirts should not contain offensive slogans or pictures.
- (b) Business reasons might require employees to wear business attire on casual day.

7.2 Personal Judgment

THA is confident each employee will use his or her best judgment in following this policy. This is not an all-inclusive list; thus, management reserves the right to determine appropriateness. A rule of thumb: If you are unsure an article of clothing is acceptable, most likely it isn't. In other words, if in doubt, don't wear it.

When an employee violates the dress code policy, management may send the employee home without pay to change into acceptable attire and/or may take appropriate disciplinary action.