

DRESS CODE

Adopted: 06/12/2024

Purpose

SADO has traditionally been a casual work environment, and nothing in this policy is intended to change that. This policy is intended to formalize the norms and expectations for physical appearance at work, in the field, and when meeting with the people we represent. To advance SADO's reputation of professionalism and excellence, employees must be thoughtful about their physical presentation while working with clients, the community, courts, colleagues, and others.

Definitions

Casual: Casual dress is less formal than business casual. Employees may wear more relaxed, informal clothing but not necessarily all types of casual clothing. For example, employees may wear jeans that are work appropriate (excluding jeans with holes and tears), shorts, T-shirts, and sneakers. While employees can wear more casual clothing items, they still need to look professional and be appropriate for the setting.

Business Casual: Business casual attire is a blend of professional and casual clothing. It strikes a balance between traditional business wear and a more relaxed style, while still maintaining a professional appearance. Blouses, dress shirts, polo shirts, sweaters, cardigans, blazers, slacks, dress pants, khakis, skirts, and dresses are all staples in this dress code. Footwear typically includes dress sandals, casual slip-ons, fashion tennis shoes, loafers, and oxfords.

Business Professional: Business professional attire consists of suits, suit pants, suit jackets, skirts, dresses, blazers, button down shirts, blouses, ties, and dress shoes.

Policy

Employees should wear clothing that is comfortable and practical for work. At a minimum, employees are expected to dress in casual attire as defined above unless the day's tasks and responsibilities require otherwise, or they are told otherwise by a manager or supervisor.

There are times when business casual or business professional dress are more appropriate and expected. Examples include:

- Employees who are appearing in court, whether in person or video, should dress in business professional attire.
- Employees meeting with clients, whether in person or video, should dress in business casual to business professional attire. Employees are expected to know and abide by Department of Corrections policies for in-person client visits.

- Employees meeting with external participants, whether in person or video, should dress in business casual to business professional attire.
- Employees conducting fieldwork should wear casual to business professional attire, depending on the circumstances of each situation. For safety reasons, employees must consider the expected environment and make thoughtful clothing choices that may include wearing limited or no jewelry, clothing that allows for freedom of movement, and comfortable shoes.

The following are always expected:

- Proper grooming and personal hygiene.
- Avoid wearing excessive perfume or cologne as it may bother co-workers and clients.
- No visible undergarments.
- Skin should not be exposed between the armpit line on the torso and mid-thigh. Clothing covering this area should not be transparent.
- Skin-tight clothing, such as leggings, if worn under a long tunic shirt or dress that comes down to mid-thigh conforms with this policy.
- Sweaters/jackets should be worn with strapless tops and spaghetti straps.
- Clothing should be neat, clean, and not wrinkled.
- Clothing should be free of holes, tears, or other signs of wear.
- Shoes must always be worn when away from your personal workspace and when around others.

No dress code can cover all contingencies. Employees who are unsure about what is acceptable attire for work should ask their supervisor or Human Resources staff for additional guidance.

Nothing in this policy is intended to restrict or violate rights related to non-discrimination and disability policies and laws. Flexibility in freedom of choice should be shown in relation to religious or ethnic attire.

Policy Enforcement

- It is the responsibility of the supervisors to ensure that conformity to the dress code is observed. In unique situations, supervisors may establish dress requirements over and above this policy, when work-related duties or work environments support modifications.
- Employees wearing inappropriate attire may be sent home to change attire and return to work.
- Repeated policy violators will be subject to disciplinary action.