

**CHAPTER 3: PERSONNEL**  
**SUBJECT: UNIFORM, DRESS, AND GROOMING STANDARDS**  
**SUPERSEDES: JULY 22, 2011**  
**DATE SIGNED: JUNE 8, 2022**  
**APPROVED: SIGNATURE ON FILE**  
**MOLLIE EWING HUTCHISON**  
**CHIEF EXECUTIVE OFFICER**

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**I. PURPOSE:**

To establish guidelines for appropriate employee work attire and appearance that will promote (1) a professional image, and (2) the safety and security of staff and youth.

**II. DEFINITIONS:**

Identification Badge – Badge given to each employee for identification

Employee - A person who works either full or part time for the corporation

**III. POLICY:**

Employees will adhere to the following guidelines related to attire and appearance while at work.

**IV. PROCEDURES:**

At Children and Family Services, Corp., we encourage our employees to dress comfortably in casual attire. Employees should use their best judgment to dress with professionalism and not wear anything that would make other employees uncomfortable. Clothing should not include profanity or appear distracting or revealing. Our goal is to promote an inclusive environment for all employees.

Because we frequently encounter professional agents and because the quality of those interactions impacts how those agents feel about our organization, we expect our team to dress appropriately in business casual attire during court hearings, professional meetings, and all other applicable situations deemed by your supervisor. Examples of business attire are polo shirts and slacks or a blouse or sweater with a skirt or dress pants. We expect all employees to use good judgment when deciding whether the attire they wear to work for these situations is appropriate.

To ensure safety, shoes should be appropriate and safe. Open-toed shoes should not be worn in work areas where there is risk of injury. Flip-flops, thongs, or any backless shoe held on the foot with only a V-shaped strap between two toes are not allowed.

Employees must visibly wear their identification badge.

**V. REVIEW:**

The Chief Executive Officer will review this policy as necessary.

**VI. APPLICABILITY:**

All staff

**VII. ATTACHMENTS:**

Form 3-1A Uniform, Dress and Grooming Standards Acknowledgment