

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES	PAGE
Dress Code/Hygiene Policy	A-13	July 2019	Feb2016	1 of 2

Prepared By: Human Resources

Approved By: Harry Tyson, Deputy City Manager

1.0 Purpose

The purpose of this policy is to outline expectations of City of Wilson employees in terms of personal appearance and hygiene while performing duties for or acting on behalf of the City. Although this policy is not intended to infringe unreasonably upon employees' personal preferences regarding personal attire, the City of Wilson requires neatness, cleanliness and professional appearance by all employees.

2.0 Scope

This policy applies to all City of Wilson employees.

3.0 Policy

- 3.1 Work attire and appearance must be neat, clean and appropriate for the work being performed and the setting in which the work is being performed.
- 3.2 Good personal hygiene must be practiced.
- 3.3 Clothing should provide adequate covering and protection for the specific work areas.
- 3.4 Employees should use good judgment in choosing attire, giving consideration to their position and frequency and manner of public contact.
- 3.5 Attire should be modest, non-distracting and reflect awareness of safety standards.

4.0 Administrative Guidelines

- 4.1 Individual departments may tailor appearance and attire to specific work settings and safety needs in the form of more specific dress code guidelines, in conjunction with Human Resources.
- 4.2 Employees must adhere to any departmental standards of dress as applicable.
- 4.3 Employees who fail to follow this policy and/or internal dress code guidelines may be required by department supervision to comply with the appropriate guidelines before continuing work.
- 4.4 Time missed because of failure to comply with this policy will not be compensated.
- 4.5 Repeated violations of this policy will constitute grounds for disciplinary action in accordance with City policy D-5: Disciplinary Policy.