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| <p style="text-align: center;">ARIZONA Department of Emergency and Military Affairs</p> <p style="text-align: center;">POLICY</p> | <p style="text-align: center;">POLICY LETTER NO. 20.09</p> | |
| | <p style="text-align: center;">DATE 26 NOV 2018</p> | <p style="text-align: center;">OPR NGAZ-HRO</p> |
| <p>SUBJECT: DRESS CODE POLICY FOR CIVILIAN EMPLOYEES</p> | <p style="text-align: center;">REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</p> | |
| <p>APPLICABILITY: This policy applies to all civilian employees at the Arizona Department of Emergency and Military Affairs (DEMA).</p> | | |
| <p>PURPOSE: This policy establishes general standards and expectations for personal dress and appearance of non-uniformed civilian employees throughout the year. Additional guidance regarding the wear of military uniforms in a Title 5 (T5) federal position is forthcoming. Until further notice, uniforms will not be worn while on civilian duty.</p> | | |
| <p>POLICY: T5/Civilian employees represent DEMA and the Federal Government in all contacts with the public. Everyone is influenced by personal dress, grooming, and appearance. Therefore, personal appearance and dress must be appropriate professional. Appropriate, professional appearance may vary from one section to the other. It may also vary based on the time of year or for some other reason. Individuals should speak to their supervisor for additional guidance. Good judgment and common sense are expected. Employees shall also wear appropriate Personal Protection Equipment (PPE) as necessary and/or required by OSHA standards and/or Standard Operating Procedures (SOP) for their assigned section.</p> | | |
| <p>Casual Days: Employees may wear business casual attire on Fridays, unless their particular position or job requirements demand more formal wear (such as a meeting/presentation scheduled for that day, contact with senior leadership, or contact with the public most of the day). All business casual wear must be in good repair, clean, and not tattered, torn or filled with holes. Employees should speak to their supervisor well in advance to ensure the appropriate attire is worn and whether or not their section requirements preclude business casual attire.</p> | | |
| <p>Unacceptable Attire: Unless otherwise notified, unacceptable attire includes, but is not limited to, the following:</p> | | |
| <ul style="list-style-type: none"> - Slippers, backless beach-type sandals, crocs, or flip flops, or something similar in nature. (For safety reasons and as general guidance, 80% of the foot should be covered and heels should not exceed 4" in height) - Displays of offensive or obscene material on attire. Examples include, but are not limited to, writings/emblems/symbols that when viewed from the perspective of a reasonable person, suggest racist, sexually explicit, discriminatory, or violent content. Additionally, clothing that displays political content, as well as clothing with slogans or advertisements displaying alcohol, tobacco, drugs and/or drug paraphernalia is prohibited; - Clothing that is "revealing" or "provocative", e.g., where one can see the skin in a manner that is unreasonably exposed; - Shorts of any kind or skirts which are more than three inches above the knee; - Gym clothes (sweatpants, sweatshirts, warm-ups, t-shirts, tennis shoes, running shoes, sneakers etc.); - Backless dresses and/or blouses or dresses and/or blouses with spaghetti straps; - T-shirts, jean jackets, hoodies, tank tops, tube tops, halter tops, or sheer clothing, worn alone and without any further clothing that would appropriately cover the body; | | |

- Body dresses, or clinging clothing, worn alone or not properly covered. This includes latex leggings, spandex, jeggings or something similar in nature;
- Clothing that is intentionally designed to reveal a bare midriff or would otherwise intentionally expose undergarments;
- Over-done/Extreme hairstyles, jewelry or accessories, which would be defined as that which a reasonably, prudent person would believe to be unacceptable in a similarly situated business/agency;
- Clothing with discernible rips, tears, or holes;
- Denim/jeans (except on business casual days with supervisor approval).

Grooming Guidelines:

- Hair shall be clean, combed/brushed and/or styled;
- Clothing shall be clean and unstained, and shall not be torn or frayed;
- Lotions, colognes and perfumes should be used in moderation;
- Proper hygiene shall be demonstrated to minimize offensive odors;
- Facial hair shall be clean, well-groomed and free of distractions.

Enforcement: Supervisors shall set a professional example. Supervisors shall be responsible for administering the dress, grooming, and appearance standards for their specific sections. Employees reporting to work dressed or groomed in an inappropriate manner will be counseled, could be subject to corrective action, and may be required to remedy the situation in an unpaid status. Repetitive incidents shall be addressed through the progressive disciplinary process.

Exceptions: In accordance with Title VII of the Civil Rights Act, 42 USC § 2000e, exceptions for religious reasons will be made. Reasonable accommodations for medical needs will also be made. It is the supervisor's responsibility to manage this policy for their employees and the work environment. Additionally, management shall not discriminate or enforce clothing standards based upon gender, age, or ethnic differences.

REFERENCES: N/A

REQUESTS FOR INFORMATION: Please direct all questions to the Federal Human Resources Office at 602-629-4800 or State Human Resources Office at 602-267-2993.



MICHAEL T. McGUIRE
Major General, AZNG
The Adjutant General

Note: This policy does not create a contract for employment between any employee and the Department of Emergency and Military Affairs (DEMA). Nothing in this policy changes the fact that all uncovered employees of the State are at-will employees and serve at the pleasure of the appointing authority. This policy supersedes all previous policy letters addressing this subject.

This supersedes DEMA Policy Letter 20.09 dated 15 Oct 2010