

## Workplace Attire

Baker County Library District welcomes the creative personal expression and comfort of staff through fashion, but as a public service organization, all employees and other agents have a responsibility to present themselves in a professional manner when representing the library. In addition, it is also imperative that library staff with public service assignments be viewed as approachable and impartial with respect to any information requests from library patrons.

These workplace attire guidelines are intended to help clarify general expectations for professional representation and safety. They will enable the public to have confidence in BCLD staff and staff members to have confidence/pride in themselves.

*Business Casual* style is the general standard dress style for a BCLD office-type workplace. General Guidelines and Unacceptable Attire Examples are applicable to all staff, regardless of position.

### General guidelines:

- Staff must report to work with clean and well-maintained attire suitable for the type of work they do.
- Suitable shoes must be worn at all times for safety.
- Avoid perfumes, colognes or other strongly scented personal care products in consideration of patrons and coworkers with fragrance or chemical sensitivities.
- Avoid clothing, accessories or body art exposure that may be offensive or insulting (e.g. sexually explicit, political messages, obscene language, etc.).

### Unacceptable attire examples:

- Torn, patched, stained, or excessively faded clothing
- Sport sandals or loose-fitting footwear such as flip flops or sandals without an ankle strap or closed heel
- Halter tops, tube tops, muscle shirts, and tank tops (unless covered by another article of clothing)
- Clothing that shows a bare midriff, exposes undergarments, or has a plunging neckline feature
- Strapless or spaghetti strap dresses, shirts, or blouses
- Clothing with obscene/ inappropriate slogans or prominent advertising that is irrelevant to library purposes
- Exercise clothing such as sweat pants, sweat suits, stretch-fabric exercise outfits
- Jewelry and personal accessories which restricts movement or causes a hazard

### Recommended attire examples:

- Collared shirts, sweaters, blouses, jackets, turtlenecks
- Slacks, suits, chinos, khakis, Capri pants, culottes, or jeans (not torn or faded)
- Skirts, dresses, or shorts of at least knee length
- T-shirts supporting library programs or with library-related designs (occasional, not regular wear) or fashionable t-shirts
- Comfortable shoes that protect against foot injuries due to falling or rolling objects, or objects piercing the sole.

### Conclusion:

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Standards for some employees may vary in keeping with his or

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her work assignment, whether permanent or temporary. Reasonable accommodations will of course be made for religious garb and grooming.

If you experience uncertainty about acceptable attire for work, consult your supervisor. You may be asked not to wear the inappropriate item(s) to work again. If the problem is extreme or persistent the employee may be sent home to change clothes. Progressive disciplinary action will be applied if dress code violations continue.