



DRESS CODE POLICY

Applicability

This policy applies to all employees, interns, fellows and volunteers who work for the City of Providence.

Purpose

Public relations is an essential part of every employee's job. Appropriate workplace attire contributes to a professional and safe environment.

Policy

Employees who are required to wear uniforms are to wear the complete uniform. Uniforms are to be kept neat, clean and in good condition. Employees who are required to use or wear safety equipment are to do so in accordance with the regulations of their department.

Directors may regulate dress policies specific to work assignments. Directors and supervisors are authorized to send employees home if they are not dressed appropriately. In departments where work activities require informal attire due to the nature of the job duties, attire is to be appropriate to the situation.

The following items are considered unacceptable dress. This list is illustrative and not exclusive. Employees are always expected to exercise good judgement regarding items not found on this list.

- Torn, patched or faded clothing;
- Clothing with printed messages or pictures;
- Tennis and athletic shoes, beach shoes, slippers, flip-flops - *unless medically required and supported with a doctor's statement;*
- Tank tops, muscle shirts and tube tops;
- Leggings, spandex, sweat suits or stretch pants;
- Shorts or mini-skirts; and
- Sweat suits and warm-up suits.

On casual days, typically Friday, staff may elect to wear **Business Casual** attire. Business Casual attire is defined as less formal than those worn on regular workdays but appropriate to the job functions being performed and the professional image of the City. Jeans may be worn but must be free from rips and fraying.