

Employee Appearance and Dress Code

Appearance plays an important role in portraying the professionalism of our Township government. All employees shall have a neat and professional appearance that reflects well upon Washington Township. All employees of the Township are expected and encouraged to exercise discretion and good taste in their matter of dress. Each employee's attire, grooming, and personal hygiene should be appropriate to the work situation.

a. Township Uniforms: All employees who are provided a Township uniform shall report to work each day in a clean uniform. Uniforms, including Township supplied shirts or sweatshirts, shall not be altered in any manner. Any questions regarding Township provided uniforms should be directed to your Department Head. Township uniforms shall not be worn when the employee is off duty unless authorized by the Department Head or Township Administrator.

b. Personal Appearance: Employees who are not provided with a uniform by the Township are also expected to be properly dressed for the type of work they are performing. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The following items shall not be permitted, unless authorized by the Department Head or Township Administrator based on the employee's work situation: =

- Blue Jeans
- Extremely baggy pant
- Jogging suits, sweat suits, or shorts
- Revealing, distracting, or provocative attire (e.g., crop tops, shorts, tank tops, tight clothing, or clothing of a see-through material, skirt, or dress of a length that is too revealing)
- T-shirts
- Torn clothing
- Tattoos and body piercings should not visible. Tattoos, body piercings, brands, or mutilations that are inappropriate, as determined at the sole discretion of the Department Head, should not be visible.

At its discretion, the Township may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are expected to present a neat appearance and are not permitted to wear any of the above prohibited items unless authorized.

Each department is authorized to develop and implement additional policies that relate to the provisions of "personal appearance" which are not inconsistent with the policy and guidelines established herein, upon approval of the Township Administrator.

Any employee who does not meet these standards or departmental policies will be required to take immediate corrective action, which may include leaving the premises and/or requirement to wear a Township supplied uniform. Any work time necessary to correct appearance shall be recorded as "leave without pay."