

Allegany Arc
DRESS CODE AND PERSONAL GROOMING GUIDELINES

Allegany Arc commits to ensuring a safe, healthful, and positive working environment, free from disruption, where people can grow and learn. The Agency provides a dress code and personal grooming guideline for staff and people receiving services. Compliance with the standards of grooming and dress noted in these guidelines is important to our mission.

There are no “absolute” rules regarding dress; our personal grooming is as important as *what* we wear. Many of us object to being judged based on how we look. We prefer opinions about our character be based on our skills and abilities, not because of our dress and grooming. But, like it or not appearance is important.

The primary goal is to *feel good* about the way you look. When you take the time to dress and groom for success, you tend to feel good about yourself. When you feel good about yourself, you naturally convey confidence and a positive attitude. *Your appearance is a statement of who you are.*

Personal Grooming:

Hands: Wash hands with soap and water after using the bathroom, after break or lunch, before returning to work or activities, after completing care giving tasks. In short, wash your hands frequently.

Hair: Clean, trimmed, and neatly combed or arranged. Depending on the task, hair worn long may need to be gathered or tied back to ensure your safety.

Facial Hair (men only): Freshly shaved, mustache or beard neatly trimmed.

Fingernails: Clean and trimmed.

Teeth: Brushed and fresh breath. We encourage you to brush your teeth after lunch.

Breath Beware of tobacco, coffee, or other breath odors. Use breath mints if needed.

Body: Freshly bathed or showered; use soap, shampoo, deodorant, etc.

Perfume/Colognes/After-Shave: Use sparingly or none at all. Your “scent” should not linger after you leave.

Dress Code:

Neat, clean clothes are suitable for daily attendance at Allegany Arc. Common sense and good taste are the best guides for selecting clothing worn at Arc. We encourage people to launder clothing on a regular basis. The following guidelines assist in clothing selection for Arc attendance:

- * Shoes or suitable footwear must be worn. Open-toed or sandal-style shoes are not permitted while working in Day Programs or Residential sites. Heel height should permit swift movements.
- * Appropriate and clean undergarments are required.
- * All pants should be worn at the natural waist. Loose pants may require a belt/suspenders to keep the waist in place. Undergarments should not be visible above the waistline or hanging below the hemline of shorts.

- * Clean socks are recommended.
- * Minimize jewelry worn; if it interferes with job tasks or creates safety concerns remove it. A watch, engagement and wedding rings, and most religious or cultural jewelry are acceptable. Post-style jewelry is required for body piercings, hoop-style and dangle-style jewelry should be removed or covered to prevent injury during care giving tasks.
- * Personal Protective Equipment, including gloves, glasses, and masks, must be worn whenever situations warrant.
- * Store coats and bags on shelves or on a coat rack during the day. For safety reasons, coats and hats are to be removed when working indoors. All clothing, including coats and hats, must be clean and neat appearing.
- * Hemlines of skirts hang no higher than three (3) inches above the knee and shorts hang no higher than four (4) inches above the knee.

Allegany Arc guidelines prohibit some clothing items from being worn during service delivery. Use good judgment when discussing appropriateness of clothing or grooming with another individual. Take into consideration where the service is occurring and the objectives to be achieved. Remember -- the primary goal is to feel good about our appearance.

Clothing items not acceptable:

- * Garments that expose traditionally private parts of the body, including the stomach, buttocks, back and breasts. (Such as “midriffs”, halter tops, backless clothing, “tube tops”, fishnet, mesh or similar material, tank tops, “muscle tops”, see-through shirts or blouses, strapless clothing, or beachwear)
- * Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments containing ads, symbols, words, slogans, patches, or pictures that are sexually suggestive; that are drug, tobacco, or alcohol related; that are obscene, profane, vulgar, lewd, indecent, or offensive.
- * Inappropriately sheer, tight clothing, or spandex-type materials.
- * Bedroom slippers, rubber shoe thongs (flip flops)
- * *Short*-shorts, *mini* skirts, underwear or nightwear as outerwear and *slit* clothing.
- * Jewelry that may cause a safety concern considering the tasks to be performed. This includes long dangling earrings, bracelets, large rings, chains, or necklaces.





Most of us have heard the expression, “A picture is worth a thousand words.” Remember this when preparing to meet people or attend social events. Most people form a first impression during the first few seconds of meeting a person. Little is spoken in this short time; judgments are based strictly on appearance.

Allegany Arc commits to help you meet the Dress Code and Personal Grooming Guidelines. If you experience any difficulty meeting the expectations outlined above, seek assistance from your supervisor. The primary goal is to *feel good* about the way you look.

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As the weather is getting warmer, a time we have all waited so long for, we must remember and be conscientious of our warm weather attire.

- ❖ Shoes or suitable footwear must be worn, heels should permit swift movements and flip flops are prohibited in day program, community services, and residential. 
- ❖ Hemlines of skirts hand no higher than three (3) inches above the knee and shorts hang no higher than four (4) inches above the knee. 
- ❖ Inappropriately sheer, tight, or spandex-type materials. ie: tights being worn as pants. 
- ❖ Short-shorts, mini skirts, underwear or nightwear as outerwear and slit clothing. 

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If you would like to view the Allegany Arc Dress Code and Personal Grooming Guidelines, you can find this policy in the Z drive, P&P for all programs or please feel free to contact Julie Costello, Human Resources Manager at 593-5700 ext. 519 or julie.costello@alleganyarc.org.



Ooops!



No No...



Work NO! Gym Yes!



Too short...