

# Dress Code

## POLICY

Dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the business image SHORE UP! presents to customers and visitors.

Employees at work are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Prohibited attire includes, but is not limited to:

- a. Leggings/Leotards
- b. Jeans (faded, holes, and/or other alterations)
- c. Shorts
- d. Athletic Shoes (exceptions: Day Care, Head Start & Health Care Staff)
- e. Jogging/warm up Clothing
- f. Halter/Tube Tops
- g. Sun dresses with bare backs and/or shoulders
- h. Men's undershirt and/or T-shirts
- i. Footwear that exposes the toes

Consult your supervisor if you have questions as to what constitutes appropriate attire.

If you require a reasonable accommodation from this dress code policy for reasons based on religion, disability, or other grounds protected by federal, state, or local please follow the accommodations policies at the beginning of this handbook. Reasonable accommodation will be granted unless it would cause an undue hardship for SHORE UP!