



## POLICY AND PROCEDURE STATEMENT

### ADM – 3.1.0 Dress Code

Purpose: This policy and procedure statement describes the appropriate dress for BOT employees to reflect positively on the agency, and the employee.

Effective Date: August 1, 2014

Superseded Policy: N/A

References: 47 O.S. §759, 40 O.A.C. 1-1-3

Related Forms: None

Approved By: Kevin Behrens

1. Apparel and appearance of Board employees shall reflect favorably upon the Board at all times. The apparel and appearance of Board employees shall be appropriate for the position held by the employee. Sloppy dress or potentially offensive clothing may have a negative impact on the public, employee performance, and the work environment. Apparel shall not be worn that presents a safety hazard or prevents or impairs the ability of the employee to perform assigned tasks.
2. Board employees may wear business casual attire under the following guidelines:
  - a. Clothing must be appropriate for the workplace and must be clean, neat, pressed/wrinkle free, and project a professional image.
  - b. Clothing that is un-hemmed, frayed, has holes, or is otherwise sloppy is not appropriate for the workplace.
  - c. T-shirts and jeans are not appropriate for the workplace, except when approved by the Director under special circumstances.
  - d. Clothing that is revealing, is not size appropriate, or clings to the skin tightly is not appropriate for the workplace.
  - e. Clothing displaying slogans, advertisements or pictures, except those that are Board or law enforcement related, are not appropriate for the workplace.
  - f. Any employee representing the Board in court, public meetings, or similar situations, shall wear professional attire. This includes a jacket and tie for male employees and dress, pant suit, skirt and blouse for female employees.
3. Failure to abide by the dress code may result in the employee being sent home to change using his/her personal time. Repeated violations may result in disciplinary action.

**END OF POLICY AND PROCEDURE STATEMENT**