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## EMPLOYEE DRESS CODE

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### Section 108:1801 GENERAL PROVISIONS

This chapter sets forth the Authority's policy regarding employee attire for all agency employees.

#### I. GENERAL POLICY

All Authority employees will dress in a manner appropriate to this dress code policy. Employees shall exercise good personal hygiene and grooming, and present a neat, professional appearance during working hours. Perfume, cologne, and makeup should be suitable for the business office. Employees will not wear garments that could interfere with his/her work responsibilities or constitute a safety hazard. Employees will not wear jewelry or clothing with logos/writing/embroidery that could be construed by a reasonable person as degrading, insulting, or vulgar and/or that have racial, sexual, inflammatory or explicit expressions on them.

An employee's religious beliefs or medical conditions, as defined by applicable law (i.e. Title 7, ADA, etc.) that require deviation from the standards as set forth herein, will be considered on an individual case by case basis.

#### II. EMPLOYEE DRESS CODE

All Authority employees shall follow the dress regulations contained in these sections:

### Section 108:1802. MAINTENANCE SHOPS AND GROUND AREA

#### A. Acceptable Standards of Attire

1. Employees who have classifications (including but not limited to: maintenance workers and crew chiefs) that require a uniform shall wear the prescribed uniform for the position he/she holds within the Authority. No combination of civilian attire and official uniform will be permitted unless otherwise authorized. Shirts must be tucked in and uniforms must be neat, clean and in good repair. The uniform should also be size appropriate so as not to be too loose or too form fitting.
2. Employees who regularly visit construction sites (whether or not he or she wears the prescribed uniform), must comply with Cal OSHA Title 8 regulations regarding construction (for each respective trade) standards of attire and personal protection including but not limited to:

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- Hard hats
- Protective Eye Wear
- Hearing Protection
- Appropriate footwear

**Section 108:1803. CENTRAL OFFICE AND MANAGEMENT OR ADMINISTRATIVE OFFICES.**

1. Employees who have classifications that do not require wearing a uniform shall wear garments that are neat, clean, in good repair and suitable for a business office. Clothing should also be size appropriate. Suitable attire includes:

- a. Females: dresses, skirts, suits or slacks worn with blouses, sweaters (including cardigans) and/or jackets. The length of dresses or skirts should be no shorter than two inches above the knee. Capri pants must be midway between the knee and ankle. Leggings can be worn, but not as pants.

To wear a sleeveless garment without covering while in the office, the shoulder strap should be at least three (3) inches in width or wider.

- b. Males: suits, slacks/trousers worn with dress shirts, sweaters and/or jackets.

Shirt tails, must be tucked in. Even-hemmed shirts made to be worn out, do not have to be tucked in. All garments must be neat, clean and in good repair.

Para-Professional, Safety Related and Clerical Support Unit-Male employees must be neat in appearance and wear appropriate attire for a business office. The wearing of ties shall be optional.

All Plan "C" male employees must wear shirts and neckties appropriate for a business office.

- c. Housing Inspectors: It is acceptable for Housing Inspectors to wear cargo pants and loose-fitting clothes (so long as not to create a "catch" hazard) for comfort while performing inspections.

2. Footwear: Footwear must be appropriate for the work environment and the essential functions being performed.

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3. Hair: Hair must be neat, clean, well groomed and appropriate for the business environment. Hair accessories shall also be suitable for business office environment. Bandanas, do-rags, wave caps, etc. shall not be worn. Hair must be tied or covered in such a way as to secure it away from the face when working in an area wherein it may present a health or safety hazard.

Facial Hair: Male employees must maintain beards, mustaches and sideburns in a neat and well-groomed fashion.

Maintenance workers must keep facial hair in a manner that does not create a safety hazard when operating equipment or machinery during the operation of such equipment and machinery.

4. Jewelry: Jewelry is acceptable except in areas or job duties wherein it constitutes a health or safety hazard. Piercing(s) other than the ears, is not appropriate and such decoration shall not be worn during working hours.

5. Tattoos: Tattoos should be covered to the best of the employee's ability during working hours.

6. Safety equipment: Safety equipment shall be worn where and/or when applicable.

### B. Inappropriate Attire.

Unless otherwise considered part of the prescribed uniform or appropriate standard of attire for construction sites, examples of apparel deemed inappropriate for Housing Authority employees includes the following:

1. Work out attire (including sweats, velour "warm up" outfits, sweat bands, leg warmers, or leggings worn as pants.

2. Jeans or overalls of any color.

3. Spandex body suits.

4. "Painter" style pants with large pockets at the knee.

5. T-shirts.

6. Sunglasses or dark lens glasses worn indoors unless medically necessary.

7. Shorts or any type, knickers, pedal pushers, low-rise or otherwise revealing pants.

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8. Halter, strapless, "racer back", bare midriff, low-cut or otherwise cleavage or back revealing tops, shirts, blouses or dresses.
9. Sheer blouses without a camisole underneath, spaghetti strap, tank style, camisoles or other narrow strapped shirts, tops or dresses (less than three (3) inches in width) without a covering garment such as a blazer, cardigan, shawl, sweater, etc.
10. Evening/club/party wear.
11. Skirts or dresses of extremely short length (length should be no shorter than two inches above the knee) and splits or flaps shall not reveal or expose the mid-thigh.
12. Hats or caps (except for safety purposes).
13. Tennis style or athletic shoes.
14. Flip-flops or beach-style sandals.
15. Clothing/Shoes that does not provide adequate coverage applicable to job duties or are otherwise not safe for the work environment.

**III. GENERAL SAFETY**

Personnel that have job duties that require protective gear must wear and/or use clothing or equipment necessary for safety (including but not limited to: gloves, heavy work-boots, goggles or protective glasses, hard-hats, etc.)

Office employees who carry and move boxes, equipment, supplies, etc., on a regular basis shall not wear open-toed shoes and must wear clothing that provides adequate coverage (i.e. shirts with sleeves, gloves where appropriate, etc.) so as to avoid injury. These are not just HACLA directives but also Cal OSHA requirements.

**IV. ENFORCEMENT**

It is the responsibility of all employees to use good judgment in determining his/her dress and appearance. Management is responsible for the consistent application of these rules and procedures. In the event that an employee has apparent difficulty in following this policy, Management with the help of Human Resources is expected to clarify the ambiguity. If the employee refuses to comply with the policy as clarified,

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Management shall begin the progressive discipline process with oral counseling.

Depending upon the degree of inappropriateness, Management has the discretion to require the employee to make adjustments to their attire, or the employee may be sent home and directed to return to work within a reasonable time in appropriate attire. On the second or subsequent violation within one year, non-exempt employees will not be compensated for the time away from work. Any subsequent offenses within in one year may subject the employee to further progressive disciplinary action.

With the approval of Management, employees may be exempt from this policy during special work assignments or situations (i.e. an office move, during non-business hours or a department clean-up day).

All employees will be informed of the new HACLA Dress Code Policy and training will be provided.