

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Administration
Standard Title	Employee Dress Code
Regulations	
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Attachments	
Approved by: Paula Jubic, Executive Director	

**Standard:** Catholic Charities Disabilities Services (CCDS) is a friendly work environment that is professional, respectful, and informal. CCDS staff are role models for the individuals supported and a representative of the agency.

Clothing worn by any staff person, regardless of department or location, needs to be clean and free from tears, rips, stains, and frayed edges.

**Procedure:**

**Employees, Volunteers, and Interns at Park Place**

1. Acceptable
  - a. Tops
    - i. Any tops must cover the entire torso and waistline at all times, even when seated or bending over
  - b. Pants, skirts, and dresses
    - i. Jeans are allowed every day with a business casual top unless the staff person has a meeting with families or community members or is attending a conference
    - ii. Dresses and skirts of any material including denim
      1. Must cover all under garments
      2. Must not be shorter than two inches above the knee when standing or seated.
    - iii. Leggings as long as they are worn underneath a skirt, dress, or any top that extends to the mid-thigh of the person
2. Not Acceptable
  - a. Tops
    - i. Low cut or off the shoulders
    - ii. Expose cleavage or underwear
    - iii. Excessively tight and/or revealing

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- iv. Have potentially offensive words, terms, logos, pictures, cartoons, or slogans
- v. Spaghetti straps, halter tops, backless, or strapless
  - 1. Unless worn under a blouse, shirt, jacket, sweater, or dress
- vi. Camisoles or tank tops with low or oversized arm openings
- vii. Crop tops/cutouts

b. Pants, skirts, and dresses

- i. Pants that are excessively tight or loose
- ii. Pants or dresses should not be long enough to drag on the floor
- iii. Should not have hanging straps or chains
- iv. Any pants with writing or designs on the back
- v. Yoga pants
- vi. Spandex or exercise pants

c. Miscellaneous

- i. Pajamas
- ii. Sweatsuits/Tracksuits/Hoodies/Sweatpants
- iii. Jewelry that poses a risk to safety or professional image
- iv. Hats, bandanas, or hoods
- v. Any item that refers to:
  - 1. Drugs
  - 2. Alcohol
  - 3. Tobacco
  - 4. Weapons
  - 5. Violence
  - 6. Sex
  - 7. Politically themed

3. Exceptions

- a. Shorts/skorts can be worn at Family Day or other special events (with supervisor approval)
- b. Sunglasses should not be worn inside unless needed for a medical reason
- c. Any headgear if for religious reasons
- d. Flip flops and sneakers can only be worn on Fridays unless the staff person has a meeting with families or community members or is attending a conference
- e. Sneakers may also be worn every day of the week as long as they are clean, neat, and have no rips
- f. Hoodies may be worn on Fridays unless the staff person has a meeting with families or community members or is attending a conference

**ICS and Residential Employees**

It is best practice for all staff who provide direct care to individuals supported by CCDS to have a change of clothes on hand in case the clothing they are wearing becomes ripped, torn, soiled in anyway, or their outfit does not conform with the agency's dress code guidelines.

#### 4. Acceptable

##### a. Tops

- i. Any tops must cover the entire torso and waistline at all times, even when seated or bending over

##### b. Pants/shorts/skirts/dresses

- i. Jeans are allowed everyday unless the staff person has a meeting with families or community members or is attending a conference
- ii. Dresses and skirts of any material including denim
  1. Must cover all under garments
  2. Must not be shorter than two inches above the knee when standing or seated
- iii. Leggings as long as they are worn underneath a skirt, dress, or any top that extends to the mid-thigh of the person
- iv. Shorts must not be shorter than two inches above the knee

##### c. Footwear

- i. Sneakers
- ii. Closed toe shoes
- iii. Closed back shoes
- iv. Clogs

#### 5. Not Acceptable

##### a. Tops

- i. Low cut or off the shoulders
- ii. Expose cleavage or underwear
- iii. Excessively tight and/or revealing
- iv. Have potentially offensive words, terms, logos, pictures, cartoons, or slogans
- v. Spaghetti straps, halter tops, backless, or strapless
  1. Unless worn under a blouse, shirt, jacket, sweater, or dress
- vi. Camisoles or tank tops with low or oversized arm openings
- vii. Crop tops/cutouts

##### b. Pants/shorts/skirts/dresses

- i. Pants that are excessively tight or loose
- ii. Pants or dresses should not be long enough to drag on the floor
- iii. Should not have hanging straps or chains

- iv. Lounge pants
  - v. Any pants or shorts with writing or designs on the back
- c. Footwear
- i. Heels
  - ii. Slippers
  - iii. Any open toed shoes
- d. Miscellaneous
- i. Pajamas
  - ii. Jewelry that poses a risk to safety or professional image
  - iii. Any item that refers to:
    - 1. Drugs
    - 2. Alcohol
    - 3. Tobacco
    - 4. Weapons
    - 5. Violence
    - 6. Sex
    - 7. Politically themed
6. Exceptions
- a. Sunglasses should not be worn inside unless needed for a medical reason
  - b. Scrubs may only be worn by staff who will only be providing in residence care, if staff is taking an individual supported out into the community, other than to medical appointments, they should not wear scrubs
  - c. Staff may wear flip flops if needed for tasks such as assisting someone in the shower
  - d. Regional Program Managers can wear heels
  - e. ICS Supervisory staff can wear heels

#### Dress Code Violations

- 7. Any dress code violation will be addressed by an administrator or someone from the HR Department.
- 8. Any staff person who is spoken to multiple times about dress code violations could be subject to receiving a verbal or written warning.
- 9. Continued dress code violations could result in further disciplinary action up to and including termination.