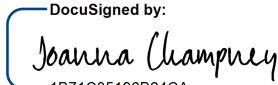


**POLICY AND PROCEDURE**

<b><u>POLICY TITLE:</u></b> Standards for Appropriate Dress	<b><u>POLICY #:</u></b> DSAMH045
<b><u>PREPARED BY:</u></b> DSAMH Policy Committee	<b><u>DATE ISSUED:</u></b> 02/28/2023
<b><u>RELATED POLICIES:</u></b> N/A	<b><u>REFERENCE:</u></b> N/A
<b><u>DATES REVIEWED:</u></b> 02/28/2023 11/06/2023	<b><u>DATES REVISED:</u></b> 09/30/2023
<b><u>APPROVED BY:</u></b>  <small>1B71C05196B24CA</small> <b><u>DATE APPROVED:</u></b> 12/11/2023   6:04 PM PST	<b><u>NOTES:</u></b> <input checked="" type="checkbox"/> DSAMH Internal Policy <input type="checkbox"/> DSAMH Operated Program <input type="checkbox"/> DSAMH State Providers <input type="checkbox"/> Delaware Psychiatric Center <input type="checkbox"/> Targeted Use Policy (Defined in scope)

**I. PURPOSE:**

The purpose of this policy is to provide a guideline for appropriate attire for all Division of Substance Abuse and Mental Health (DSAMH) staff including contracted workers, volunteers, interns, and anyone working in a DSAMH-operated facility, with the exception of DPC employees, as this facility has its own dress code policy. The Division's objective is to establish a dress code that allows employees to work comfortably while projecting a professional image to customers and community visitors when representing DSAMH in meetings and other professional activities.

**II. POLICY STATEMENT:**

Clothing worn by DSAMH staff should reflect professionalism and inspire public confidence while also enhancing personal safety. DSAMH staff perform their job duties in a variety of settings where there may be different standards of dress. DSAMH staff are expected to exercise good judgment when adhering to this policy as well as the dress code policies of our professional partners.

**III. DEFINITIONS:**

**"Activewear"** means warm-ups, sweatpants, sweatshirts, or athletic clothing that maintains an appropriate standard of decorum and does not include any items from the list of prohibited attire below.

**"Business attire"** means dress shirts, blouses, suit pants, dresses or skirts in appropriate length and style, dress shoes or dress sandals. A sport coat, blazer, suit jacket or tie may also be worn, but are not required.

**“Business casual attire”** means collared shirts, turtlenecks, knit tops, sweaters, dress pants or slacks, capri-length pants, khakis, skirts in appropriate length and style, non-athletic shoes, or dress sandals. Leggings may only be worn with dresses, skirts, or long, tunic-style tops.

**“Casual attire”** means jeans that are clean and in good repair, athletic shoes, and t-shirts that do not have inappropriate language or imagery.

**“Interagency meetings”** means virtual or in-person meetings between Bureaus, Divisions, or Units.

**“Prohibited attire”** means the following attire is prohibited for all staff during working hours:

- A. Camouflage,
- B. Clothing with inappropriate imagery or wording, including but not limited to hate speech or political messages,
- C. Shirts that are revealing, low-cut, sheer, off-the-shoulder, halter-style, tube-tops, tank tops, spaghetti straps, or shirts that do not cover the mid-section that are not covered with an outer layer,
- D. Skirts or dresses that are shorter than fingertip length above the knee when standing,
- E. Shorts,
- F. Clothing that is torn, tattered, or ripped,
- G. Visible undergarments or thermal wear as outerwear,
- H. Visible tattoos that are risqué or lewd in nature,
- I. Piercings that could present a safety hazard,
- J. Stockings with risqué designs such as fishnet,
- K. Flip-flops or bedroom slipper-style shoes, and
- L. Hats (except hats worn outside during inclement/cold weather).

**“Uniform”** means any attire that is division-issued and job specific.

**IV. SCOPE:**

This policy applies to all DSAMH staff including contracted workers, volunteers, interns, and anyone working in a DSAMH-operated facility, with the exceptions of DPC and Crisis Intervention employees, as these facilities have their own dress code policy. This policy does not supersede any special accommodations or modifications required for ADA. This policy does not supersede internal policies within Bureaus regarding uniforms.

**V. PROCEDURES/RESPONSIBILITIES:**

- A. The Division is committed to employees having a professional appearance and excellent performance in the workplace to which they are assigned. Each employee is responsible for presenting themselves in a professional manner as a representative of the Division. Professional conduct and appearance promote a positive response from clients, their families, providers, and the public. The following are standards of appropriate dress and appearance:
  - 1. At a minimum, employees shall wear business casual attire at the office, in the field, and during work hours when engaging with members of the public, participating interagency meetings, or representing the Division at any external meeting, conference, or training.
    - a. Employees may wear activewear during working hours if they are not engaged in the aforementioned activities and are participating in exercise, immediately before, immediately after, or during working hours.

- b. Employees who are required to wear uniforms are not required to wear business casual attire nor are they permitted to wear activewear during working hours.
    - c. Exceptions may be made based on the event type with approval from a supervisor or the individual leading the event.
  2. When appearing on camera for virtual meetings with external stakeholders, employees shall wear, at minimum, business casual attire. This includes when attending training, seminars, or conferences, unless instructed otherwise.
  3. Employees must wear business attire when appearing in court or attending professional external meetings.
  4. Employees who are issued clothing or a uniform by their respective bureau are responsible for maintaining this clothing in a manner consistent with this policy.
  5. All staff must demonstrate good grooming and personal hygiene.
  6. Hair must be well groomed and portray a professional image. For staff working in an environment where long hair poses a potential health or safety risk, hair must be pulled back.
  7. Footwear must be clean, in good repair, and appropriate for daily job duties. Staff should consider their own safety in selecting footwear. Safety considerations include closed heel and closed toe shoes, not to exceed three (3) inches in height, for home visits and in all clinical work.
  8. Long necklaces and dangling earrings are a safety hazard for employees who provide direct care. Badge holders need to be “breakaway”, depending on the environments that the employee works in.
  9. Perfumes and colognes should not be detectable from more than three (3) feet away. Some employees are allergic to the chemicals in perfumes, colognes, and makeup, so these substances should be worn with restraint.
  10. Staff must not wear anything defined as prohibited attire above unless it is part of an established uniform for their specific job or an exception has been made by a supervisor.
  11. Staff must comply with additional dress code requirements if they are set forth by their respective bureaus or facilities.
  12. Certain conditions, situations, or work assignments may warrant exceptions to these standards and must be approved by the employee’s supervisor or applicable chain of command.
  13. If a casual day is offered, staff shall follow the guidelines for casual attire. A site manager may designate which days of the week are appropriate for casual attire.
- B. It is the responsibility of the supervisor to ensure adherence by employees to appropriate dress standards as established by this policy. The supervisor will act as a role model and address a breach of standards with any employee.
  1. First violation: The supervisor or Chief of Staff will verbally counsel the employee discussing the dress code violation and will maintain a summary of the counseling in the supervisor’s employee file. The employee may be sent home to change into appropriate clothing. If sent home to change, the employee will have to use annual leave, compensatory time, or leave without pay to change clothes and return to work.
  2. Second violation: The supervisor or Chief of Staff will verbally counsel the employee discussing the dress code violation and will maintain a summary of the counseling in the supervisor’s employee file. Additionally, the employee will be sent home to change into appropriate clothing. The employee will have to use annual leave, compensatory time, or leave without pay to change clothes and return to work.

3. Continued Non-Adherence: With repeated offenses an employee may be considered insubordinate and disciplined according to Merit System definition or union contract for State employees. Additionally, casual attire privileges may be revoked for the employee, if offered by the respective bureau.

**VI. POLICY LIFESPAN:** This division policy supersedes all other policies, directives, or rules related to this subject. This policy shall be reviewed annually.

**VII. RESOURCES:** N/A