



BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER

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Dress Code Policy

Effective immediately this policy pertains to all staff, interns and volunteers working in the Bergen County Housing Health and Human Services Center. The dress code is in effect 7 days a week except as noted below.

Policy:

It is the policy of BCHHHC that all employees, interns and volunteers are dressed appropriately while at work. This policy has been developed to promote and maintain a professional and safe working environment.

Employees, interns and volunteers are to dress in an appropriate and professional manner that corresponds with the nature of their work, the business they will be conducting, and the circumstances in which they are representing BCHHHC. Consideration must be given to:

Professionalism All employees are required to wear professional or business casual attire while at work. Appearance plays a large part in gaining the respect and confidence of clients, guests and the general public.

Safety Jewelry and personal accessories are to be worn sparingly, should be close fitting and not 'dangle' in order to lessen safety hazards. Employees should consider that in certain situations, items such as neckties, necklaces, piercings and dangling jewelry can be easily grabbed and result in injury to the employee.

Mobility When the position requires a degree of activity or freedom of motion, clothing should be practical and accommodate this.

Non-Provocative Attire Provocative clothing such as tight jeans, skirts, shirts and dresses, low cut or high slit styles are not appropriate.

Under no circumstances should the following be worn:

- **Overly casual clothing such as, sweat pants, sweat shirts, denim jeans, hats, cargo pants, shorts, jogging suits (or a like)**
- Clothing that does not fit correctly- too tight, too loose or pants that do not stay on

- Clothing that is worn, faded, stained, discolored, torn, patched, ripped, frayed or missing buttons
- Clothes, buttons, hats, caps, exposed tattoos or body art with derogatory wording, political or offensive slogans or pictures, e.g. profanity and nude seminude pictures, offensive gestures, suggestive cartoons or attire that is in any manner offensive, controversial, explicit or graphic in nature
- Clothing worn in a manner that allows the display of undergarments
- Visibly revealing clothes such as crop tops, tank tops, tops with spaghetti straps, midriffs, halter tops, muscle shirts, dresses or skirts that are too short (more than 3 inches above knee), and a like
- Footwear that is worn out or hinders mobility and safety, i.e. flip-flops, stiletto heels, sneakers and sandals
- Any clothing, jewelry, earrings, piercings, etc, that has potential to cause a safety hazard

No dress code can cover every situation, so employees should use these guidelines as a basis for deciding on their choice of clothing to wear to work. If you have questions on what is acceptable, please ask your supervisor. The employee's supervisor has the authority to decide what is acceptable.

Some suggested appropriate clothing for men would be khakis, Dockers and a collared shirt. For woman, it would be the same as men including skirts, dresses and tops as per above specifications and casual shoes.

Employees who violate the dress code may be subject to one or all of the following:

- The employee may, if appropriate, be asked to remove the item
- The employee may be sent home to change attire non-paid, and/or
- The employee may receive a disciplinary action i.e. written up
- Progressive disciplinary action will be applied if dress code violations continue, up to and including termination

Any work missed because of failure to comply with the dress code will not be compensated. Staff working the overnight shift may wear a basic denim jean (without any design) and footwear as described above.

The Center will observe each Friday as casual Friday. All Center staff may wear athletic footwear, and a basic denim jean (without any design). Shirts and tops are the same as above. Any questions or concerns about the Center Dress Code Policy should be addressed with your supervisor.