



MENTORING MATTERS POLICY & PROCEDURES

3.6 Employee Appearance and Attire Policy & Procedure

PURPOSE

To ensure that all employees of Mentoring Matters present a professional and positive image to the public.

SCOPE

This policy applies to all employees, volunteers, and contractors.

POLICY

1. Overview:

- a. Following these guidelines helps ensure a professional, comfortable, and respectful environment that upholds the core values of Mentoring Matters.

2. Personal Hygiene:

- a. All employees are expected to maintain good personal hygiene and cleanliness at all times.

3. Casual and Athletic Attire:

- a. Casual clothing is acceptable for daily work activities.
- b. Examples of Casual Clothing:
 - i. Tops: T-shirts, polo shirts, casual blouses, and sweaters.
 - ii. Bottoms: Jeans, khakis, casual trousers, and skirts.
 - iii. Footwear: Sneakers, loafers, flats, and other comfortable shoes.
 - iv. Accessories: Minimal and practical, such as simple jewelry and belts.
 - v. Athletic apparel is permitted if you plan to participate in rigorous activities.

4. Business Casual Attire:

- a. When attending schools, DHS meetings, or training sessions, employees are required to dress in business casual attire.
- b. Examples of Business Casual Attire:

- i. Men: Collared shirts, dress slacks or khakis, blazers, and closed-toe shoes.
- ii. Women: Blouses, dress slacks or skirts, cardigans or blazers, and closed-toe shoes.

5. Prohibited Clothing:

- a. Employees should refrain from wearing clothing that displays political statements, alcohol, or other products that may be offensive to others.

PROCEDURE

1. Daily Attire:

- a. Ensure your clothing is clean and appropriate for the day's activities.
- b. If engaging in physical activities, choose suitable athletic wear.

2. Special Events and Meetings:

- a. Check the schedule for any upcoming school visits, DHS meetings, or training sessions.
- b. Dress in business casual attire for these events.

3. Review and Compliance:

- a. Supervisors will periodically review employee attire to ensure compliance with this policy.
- b. Consequences for Non-Compliance:
 - i. First Offense: Verbal warning and reminder of the dress code policy.
 - ii. Second Offense: Written warning and a meeting with the supervisor.
 - iii. Third Offense: Possible suspension or other disciplinary action as deemed appropriate by management.

REVIEW AND UPDATES

This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective. Any updates will be reflected on the website and in the employee manual. Additionally, the updated policy will be emailed to all providers, including the date of the update.