

Procedure Title:

**EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

PROCEDURE NUMBER: 7-05

Policy Title:

Personal Appearance

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Keystone presents to customers and visitors.
2. During business hours or when representing Keystone, you are expected to present a clean, neat and tasteful appearance. You should dress and groom yourself accordingly to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with the public or visitors in person.
3. Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.
4. Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:
  - Shoes must provide safe, secure footing, offer protection against hazards and be worn at all times.
  - Tank tops, tube or halter tops, or short shorts may not be worn under any circumstances.

- Mustaches and beards must be clean, well trimmed and neat.
  - Hairstyles are expected to be in good taste.
  - Unnaturally colored hair and extreme hairstyles such as spiked hair does not present an appropriate professional appearance.
  - Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
  - Offensive body odor and poor personal hygiene is not professionally acceptable.
  - Jewelry should not be functionally restrictive, dangerous to job performance, or excessive
  - Torso and facial body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
  - Tattoos displaying nudity or sexual content, or graphic written or pictorial content must be covered at all times while on duty.
5. Keystone may, at its' sole discretion, make exception to certain of these guidelines for specific times (i.e. summer camp setting).
6. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human resources Department of any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

**NOTES:**