



# Tri-County Health Department

Serving Adams, Arapahoe and Douglas Counties

## Personal Appearance Guidelines

Tri-County Health Department has a personal appearance policy, which appears in the Employment Guidelines. It reads, “As in all service industries, personal appearance and attire is very important. Although employees/students are allowed freedom in selecting their dress, it is necessary that they choose appropriate attire for their jobs. Appearance and attire is to be professional at all times and consistent with good hygiene and safety.”

Tri-County Health Department (TCHD) believes that every employee’s /student’s appearance should reflect a professional attitude. We support a comfortable, productive work environment by providing a choice in the way employees/students may dress, therefore, business casual attire provides employees/students with guidelines to meet the Department’s expectation of professional attire. Business casual dress also offers an alternative to the business attire of dresses, suits, ties, and dress shoes.

The following information is intended to serve as a guide to help define appropriate business wear for all employees/students. All TCHD employees/students are expected to dress appropriately for their specific job duties.

### Clothing:

The following table helps define acceptable business casual attire:

Appropriate Attire	Inappropriate Attire
Slacks, khakis (i.e., Dockers), dress pants	Torn, wrinkled, ragged, stained or extremely baggy clothing or excessively worn/holes or dirty/faded clothing
Denim shirts, skirts and dresses	Leggings, spandex, sweatpants, warm-up suits, Capri pants
Dress shirts (buttoned, collared), blouses (including sleeveless), polo shirts, dress tees, turtlenecks	Midriffs, tank tops, tube tops, spaghetti straps, strapless tops or halter tops unless worn with a jacket or sweater over them at all times, visible under garments

Sport Coats/blazers	Sheer and/or revealing (low-cut) blouses or dresses, visibly skin-tight or backless clothing
Sweaters, cardigans, vests	Casual or descriptive t-shirts or sweatshirts
Dresses, suits, pant suits	Clothing with suggestive or offensive pictures, profanity, offensive or political statements
Skirts (clothing must always be longer than mid-thigh)	Shorts (including Bermuda length shorts), miniskirts, or mini-dresses, denim jeans, or bib overalls
Casual/dress shoes, flats and sandals, clean tennis/sports shoes (must be a dark color)	Beach-type flip-flops, bare feet

**Grooming:**

Hair should be clean, combed, and neatly trimmed. Shaggy, uncombed hair is not permissible, regardless of length. Unusual colors are not allowed. Sideburns, moustaches and beards should be neatly trimmed.

**Jewelry/Tattoos/Piercing Policy:**

Jewelry requiring visible body or face piercing is prohibited, except for simple earrings. Tattoos must not be visible\*.

Employees/Students of TCHD are expected to adhere to these guidelines on a daily basis. However, Division management may designate “Casual Days” on an “as needed basis” and according to appropriate attire guidelines. (For example: focused “clean up” efforts, support of local sports team(s), etc.)

If an employee/student fails to meet these standards, their immediate superior/manager should initially provide verbal counseling and may send the employee/student home to change. Continued failure to meet the standards will result in corrective action up to and including dismissal. Employees/Students with questions regarding any of these guidelines should discuss them with their supervisor/manager/TCHD Clinical Scholar, Division Director, or Human Resources Director.

\* Since there is a possibility of an introduction of infectious agents such as hepatitis A, B, C or HIV, body or facial piercing and tattooing should not be visible at work. Exhibiting body and facial piercing and tattoos implies that these are acceptable practices and this is contrary to our TCHD mission of prevention.