

I. PURPOSE

To maintain a professional appearance and atmosphere that presents a positive image to visitors to Agency offices and operating divisions. To provide a professional appearance to users of our transportation system and the public.

II. POLICY

The Agency's professional atmosphere is maintained, in large part, by the image that employees present to customers, visitors and vendors. Employees are therefore obligated to utilize good judgment in determining their dress and appearance. A neat, well groomed appearance, consistent with their professional responsibilities, is required at all times. Attention should be paid to safety, Agency image and customer/public interaction.

Employees who are required to wear a uniform while on the job are not to wear clothing other than the required uniform.

Employees who are inappropriately dressed or groomed will be sent home by their supervisor(s) and directed to return to work in proper attire or acceptably groomed. These employees will not be compensated for the time away from work.

Management is responsible for determining what constitutes proper attire.

Employees who violate this policy will be subject to progressive disciplinary action up to and including termination. Employees should direct questions regarding appropriate dress and grooming standards to their supervisor(s).

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