

Washington County
Behavioral Health Division

Policy on Dress Code and Personal Appearance

Policy Number: ADMIN 112
Responsible Team: Administration
Origination Date: 06/03/2019
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Revision history: 03/18/2021, 3/1/2024

Related Documents: ADMIN 107a Procedure on Code of Conduct: Ethics and Conflict of Interests

OBJECTIVES

The purpose of this policy is to describe how Washington County Behavioral Health (WCBH) staff present in a professional manner to clients, family members, colleagues, and the community.

SCOPE/APPLIES TO

WCBH staff, interns, volunteers, contracted staff, traditional health care workers and prospective employees (referred to collectively hereafter as “staff”).

POLICY

DEFINITION(S)

Clients: An individual accessing or receiving services in Washington County.

POLICY STATEMENT

The Behavioral Health Division values diversity and encourages staff to wear clothing and grooming styles dictated by religion and ethnicity. The Division also supports staff dressing in a manner that reflects their gender orientation. Staff maintain awareness of strong fragrances knowing others may be sensitive or allergic to smoking products, perfumes or after-shave and should limit those as much as possible.

Staff will dress in business casual attire unless the day’s tasks require otherwise. They will also present themselves in a clean, professional manner and within the guidelines described below:

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- Apparel without holes, tears or other signs of wear, will be free from smoke and heavy perfumes.
 - Shirts: business casual collared shirts, crewneck or V-neck shirts, blouses, golf/polo shirts, sweaters, sweatshirts, and hoodies with small brand names and/or small logos are acceptable. Sleeveless blouses are acceptable as long as undergarments are concealed.
 - Pants: slacks, trousers, capris, and jeans that are clean without excessive wear.
 - Footwear: Casual slip on or tie shoes, dress shoes, dress sandals with heel straps and athletic shoes appropriate to the environment.
 - Dresses, skirts, or split skirts are to be of reasonable length for a professional office, with or without leggings or tights underneath.
 - Seasonal clothing worn during holidays and sports seasons as appropriate.
- Unacceptable attire in the workplace includes:
 - Jeans with holes, patches, or cutoff without hemmed edges.
 - Shorts, sweatpants, running pants - including sports leggings and spandex.
 - Graphic T-shirts, camouflage attire and clothing with a logo or designs relating to political issues, tobacco, alcohol, drug, or sexual innuendo.
 - Revealing Clothing: strapless, spaghetti strap, bare midriffs and pants worn below the hip line.
 - Flip Flops, shoes with holes or smells.
 - Baseball caps

Staff are expected to be aware of cultural considerations when meeting with clients, client families, and members of the public. Staff will strive to wear clothing that is respectful to the individual with whom they are meeting.

Managers or supervisors will inform staff when they are in violation of this policy. Staff in violation are expected to immediately correct the issue. This may include having to use leave time to acquire an acceptable outfit or to reduce odors that are impacting other individuals in the workplace. It is solely the responsibility of supervisors to monitor staff's appearances. Non-supervisors shall not interpret or apply the policy to their coworkers.