



## DRESS CODE

### **When Uniforms are required –**

Behavior Coaches are required to wear a uniform (issued work t-shirt, appropriate bottoms, and closed toed shoes) when working DIRECTLY with a client or their families in the home, community, or center, or when collaborating with outside professionals (e.g., attending a PT appt). Supervisors are required to have one on hand if anticipated to assist in direct care. Appropriate bottoms include jeans, khakis, pants, leggings and shorts/biker shorts following the fingertip rule. Tennis shoes are preferred. Keep in mind you may have to bend or lift throughout your work day. To maintain the safety of clients and staff, fingernails should not exceed one quarter inch from the tip of the finger. Dangling jewelry of any kind is not acceptable. *The dress code may only be reassessed by clinical directors if there are outdoor outings.*

### **For times uniforms are not required & for all other staff, the policy is as follows –**

When employees are doing office work and are in the professional office spaces, uniforms are not required. Please keep clothing business casual and professional. Clothing items that work well for the beach, yard work, exercise sessions, and sports contests are not appropriate for the workplace. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable. For this staff, this may include but not limited to – jeans, leggings, open toed shoes, flip flops, slippers, revealing blouses (showing cleavage, back, chest, stomach or underwear), tank tops, revealing skirts, etc.

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Please be mindful of hair, jewelry, makeup, perfume, and cologne. Hair should be neat and well kept. Remember that some clients and employees are allergic to chemicals in perfumes, so please wear these with restraint. Tattoos are acceptable on condition that they are not offensive. Body piercings are acceptable on condition that follows the no dangling rule for direct care staff.

When meeting with professionals, parents, clients, and coworkers, you should be dressed to impress. Please note that you are representation of YFSVA during your employment while you are working and outside of work (social media, outings, etc.)

## **Dress Code Enforcement**

YFSVA Administrative staff and supervisors are responsible for monitoring and enforcing this policy. The policy should be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated policy violations will result in disciplinary action, up to and including termination.

YFSVA Reserves the right to rescind and/or amend this, and all company policies, at any time.

**I have read and been informed about the content, requirements, and expectations of the dress code policy for employees of Youth & Family Services of Virginia. I have received a copy of this policy and agree and abide by the policy guidelines as a condition of my employment and/or continued employment. I understand that if I have questions, at any time, regarding the dress code policy, I will consult with my immediate supervisor or Human Resources.**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_