



## **DRESS CODE POLICY & ACKNOWLEDGEMENT**

The Town of Colonial Beach dress code policy outlines how we expect our employees to dress at work. Employees are expected to present themselves in a professional manner that results in a favorable impression of our customers, visitors, or other parties. The official dress code is deemed Business Casual attire Monday through Thursday.

Business casual is defined as follows:

- **Casual Shirts:** All shirts with collars, business casual crewneck or V-neck shirts that do not reveal cleavage, blouses, and sweaters. Examples of inappropriate shirts include T-shirts, shirts with slogans or logos, tank tops, muscle shirts, crop tops.
- **Pants:** slacks, khakis, trousers, capri pants, non-athletic leggings worn with a tunic or long sweater. Examples of inappropriate pants include shorts, sweatpants, athletic wear, or any pants with rips, tears, holes, or frays.
- **Dresses or skirts:** Appropriate for a business environment, one inch above knee or longer skirts. Examples of inappropriate dresses or skirts include sundresses, short dresses, or skirts.
- **Footwear:** Dress shoes, dress sandals should be structured, sleek and not too bare (strappy, heeled or platform), slip on or lace-up casual shoes. \*(If you have a medical condition that requires you to wear open-toed, lace-less shoes or tennis shoes, please advise your supervisor/manager). Examples of inappropriate footwear include flip flops, slippers, crocs, or clogs.
- **Friday Casual Day:** Jeans, button down shirt, polo shirts, tennis shoes, casual shoes, casual/athletic leggings with long sweater or tunic.

**Clothing made of denim material is not considered business casual attire, Monday through Thursday.**

Certain staff members may be required to meet special dress standards such as wearing uniforms, protective clothing, and/or safety gear.

Expectations for Council Meetings include professional business attire: slacks, collared shirt and jacket or dress pants, pantsuits, dresses, or skirts.

Employees are expected to demonstrate professional judgment. If an employee's attire is found questionable by the Town Manager, they will be asked to change their attire with the expectation of returning to work. If the employee does not return to work, PTO will be charged. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. An employee who is unsure of what is appropriate should check with his/her supervisor or Human Resources for guidance.

