



TITLE	POLICY NUMBER	
Dress Code	DCS 04-39	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Human Resources	04/03/15	3

I. POLICY STATEMENT

The purpose of this policy is to establish the standards of personal dress for non-uniform office personnel. DCS employees are expected to practice good grooming habits and to dress in a manner that is professional and appropriate to the position and assigned work activities.

II. APPLICABILITY

This policy applies to all DCS employees, interns with DCS, and contractors working in DCS Central Office (collectively referred to in this policy as "employees").

Additional requirements may be set by management based on the needs of the office/unit.

III. AUTHORITY

[A.R.S. 8-453](#) Powers and duties

[Executive Order 2023-09](#) Prohibiting Race-based Hair Discrimination

IV. POLICY

A. All DCS employees are expected to present a professional, business-like image to clients, visitors, customers, and the public. Acceptable personal appearance and hygiene is an ongoing requirement of employment.

- B. Supervisors should communicate any unit specific workplace attire and grooming guidelines to employees during new-hire orientation and evaluation periods. Any questions about the Department's guidelines for attire should be discussed with the immediate supervisor.
- C. Supervisors at all levels are responsible for ensuring day-to-day compliance with this policy and have the discretion to decide what is acceptable and not acceptable, including items that are not covered under this policy. Supervisors shall consider compliance with dress standards when evaluating employee job performance.
- D. At the discretion of the Department head, in special circumstances, such as during special occasions, employees may be permitted to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.
- E. All dress attire shall be in good taste, clean, pressed (as appropriate) and in good repair.
- F. All employees must carry or wear the DCS identification badge at all times while on the job.
- G. Any employee who does not meet the attire or grooming standards set by this policy will be subject to corrective action and may be asked to leave the premises to change clothing. Non-exempt staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.
- H. Reasonable Accommodation for Religious Beliefs

DCS recognizes the importance of individually held religious beliefs to persons within its workforce. DCS will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship or poses a direct threat. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the DCS Employee Relations Department.

V. PROCEDURES

A. Business Attire

Employees wear Business Dress Attire when meeting with external customers, partners, or stakeholders or attending court hearings.

1. For men, acceptable business attire includes a long-sleeved dress shirt, tie, and tailored sport coat worn with dress trousers (not khakis) and dress shoes.
2. For women, business attire includes tailored pantsuits, businesslike dresses, coordinated dressy separates worn with or without a blazer, and dress shoes.

B. Business Casual Attire

Business casual attire is less strict than traditional business attire but still tidy, professional and appropriate for an office environment. Employees wear business casual attire when working at their post of duty and/or performing work internally.

1. For men, acceptable business casual attire includes casual shirts with collars, sleeved polo or golf shirts, oxford shirts, sweaters, turtle necks, khakis, corduroys or cotton slacks, loafers, boots, or leather casual shoes.
2. For women, acceptable business casual attire includes casual dresses and skirts with modest hemlines, long or short sleeved blouses, sleeveless blouses, shirts and dresses, dress slacks, dress or pant suits, sweaters, capri pants, dress pumps, dress boots, flats, and dress sandals.

C. Casual Friday Attire

Casual Friday Attire is a more relaxed dress code exercised on the last day of the workweek. Employees are authorized to wear casual attire on Fridays throughout the year.

1. Casual Friday attire shall be clean, pressed and in good repair. Casual Friday depends on the particular job, meetings, or presentations each employee has for a specific day. When an employee meets with external customers, partners, or stakeholders or attending court hearings on a Friday, then business dress attire is required.
2. Acceptable attire for both male and female personnel for Casual Friday are the same as business casual attire except that jeans that are free of rips,

tears, fraying and fading and athletic shoes in good condition are allowed.

D. Dress Code for Employees Attending Training

When attending classroom training, DCS employees may wear Casual Friday attire as described in section V.C. of this policy on any or all days of the week, unless they are attending court or meeting with external partners or stakeholders on that same day.

E. Conditions and Exceptions for Employees who Perform Work in the Field

1. Employees who work in the field conducting activities such as inspections, investigations, home visits, and supervising visits, may wear jeans that are clean and not worn, torn, or faded and athletic shoes in good condition.
2. The Department's policy for business and business casual attire requirements applies when field staff will be reporting for a full day in the office, when attending professional meetings, and for court hearings.
3. Male field staff must wear collared shirts at all times.

F. Inappropriate Attire

Inappropriate attire for DCS personnel includes:

1. sweatpants, exercise wear, shorts, sagging, low-rise or hip-hugger pants or jeans, any form-fitting, clinging pants of any type, including long pants, knee-length and latex leggings, spandex, body stockings or fishnet hose;
2. shirts with writing (other than DCS logo), t-shirts or sweatshirts, beachwear, exercise wear, tank tops, crop tops, tube tops, halter tops, clothing showing midriffs, and tops with spaghetti straps;
3. backless dresses, dresses or skirts that are excessively short (i.e. shorter than 3 inches above the knee), dresses with spaghetti straps;
4. flip-flops, slippers, beach type sandals, athletic shoes, or Croc-like sandals;
5. clothing that is excessively worn, damaged, or stained, including deliberate damage;

6. clothing that displays offensive or obscene material or material expressing or advocating for a political opinion or cause;
7. sheer or see-through clothing;
8. hats;
9. odors that are disruptive or offensive to others or may exacerbate allergies; and
10. extreme hairstyles, hair colors, jewelry, or other accessories. Braids, locs, twists, knots, headwraps, and other race-based hairstyles are permitted as stated in [Executive Order 2023-09](#).