



TITLE	POLICY NUMBER	
Dress Code	DCS 04-39	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Human Resources	04/03/15	4

## **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, and contracted partners working in DCS offices or attending trainings at DCS locations (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 DCS Director or designee, 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. DCS prohibits discrimination based on hair texture and protective styles such as braids, locs, twists, knots, and headwraps.
- G. All employees are required to wear their DCS identification badge in plain view at all times while on duty.
- H. Any employee who does not meet the attire or grooming standards set by this policy can 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.
- I. 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. Acceptable business attire includes long sleeve dress shirts, ties, tailored pantsuits, tailored sport coats, dress trousers, 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 may wear business casual attire when working at their post of duty and/or performing work internally. Business casual attire includes casual shirts with collars, casual dresses and skirts with modest hemlines, sleeved polo or golf shirts, oxford shirts, long/short or sleeveless blouses, sweaters, turtle necks, khakis, corduroys or cotton slacks, dress slacks, dress or pantsuits, capri pants, dress pumps, dress boots, loafers, boots, flats, dress sandals, and leather casual shoes.

### **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 is attending a court hearing on a Friday, then business attire is required.
2. Acceptable attire for all employees on Casual Friday is 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, and contracted service providers who attend DCS-sponsored trainings, 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.

F. Examples of Inappropriate Attire and Personal Appearance

<b>INAPPROPRIATE at all times for DCS employees</b>
Shorts, sweat pants, exercise wear, jogging suits, yoga pants, or beachwear
Wrinkled, torn, or unclean clothes
Hoodies
Sagging, low-rise, or hip-hugger pants or jeans
Visible undergarments
Visible tattoos that are risqué, lewd, refer to gangs or drugs, contain nudity, violence, or any images or messages that may be discriminatory or harassing
Excessively tight or revealing clothing
Knee-length and latex leggings, spandex, body stockings, or fishnet hose
Shirts with writing (other than DCS logo)
T-shirts or sweatshirts
Tank tops, crop tops, tube tops, halter tops, tops with spaghetti straps, and clothing showing midriffs
Backless dresses or any dresses or skirts that are excessively short (i.e. shorter than 3 inches above the knee)
Clothing that displays offensive or obscene material or

expresses or advocates for a political opinion or cause
Flip-flops, slippers, beach type sandals, athletic shoes, or Croc™-like sandals
Sunglasses worn indoors
Hats worn indoors
Odors that are disruptive or offensive to others or may exacerbate allergies
Hairstyles, jewelry, or piercings that present health or safety hazards, interfere with the performance of assigned duties, or in the judgement of a supervisor/manager detracts from the Department's mission
Camouflage patterned/style clothes, tactical pants, and military combat boots