



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Business Casual Dress Code
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Health Commissioner
ORIGINAL DATE ADOPTED:	11/06/2019
LATEST EFFECTIVE DATE:	11/06/2019
REVIEW FREQUENCY:	Every five (5) years or as needed
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-053

A. PURPOSE

At Canton City Public Health, we are committed to operating our business professionally and responsibly. That includes dressing appropriately and professionally at all times. When you enter a Canton City Public Health office or another organization’s office on behalf of Canton City Public Health, no matter what department you’re in, you represent yourself and Canton City Public Health. How you dress not only conveys who you are, it reflects your commitment to putting Canton City Public Health first. While Canton City Public Health encourages a business casual environment, use good judgment and adjust your attire when appropriate, dressing more formally for high-profile meetings or events.

B. POLICY

Canton City Public Health’s official dress code is Business Casual.

CCPH prides itself on the professional atmosphere it maintains and the positive image that employees present as representatives of the organization. The image is affected by the manner of dress we use within our offices, in the offices of our partnering agencies, when we are seeing patients, and in public when we are representing the health department. A business casual dress policy calls for everyone to exercise good judgment. The following lists are not intended to be all inclusive. They are intended to set general parameters for proper business casual dress within the health department and to help you make appropriate dress decisions. Keep in mind that business casual does not mean weekend or sport casual. Please refer to the CCPH EEO Policy (800-040).

Canton City Public Health managers (department heads) may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change and will not be paid for their time. Reasonable accommodations will be made to the dress code where required.

C. BACKGROUND

N/A

D. GLOSSARY OF TERMS

N/A

E. PROCEDURES & STANDARD OPERATING GUIDELINES

These dress code rules always apply to employees of the Canton City Public Health (CCPH):

- All employees must be clean and well-groomed. Grooming styles dictated by religion, ethnicity, and/or culture are not restricted.



- All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities are not allowed
- All clothes must project professionalism. Clothes that are too revealing are inappropriate and not allowed
- All clothes must be clean and in good shape. Discernible stains, rips, tears or holes are not allowed.
- All clothes should avoid branding, logos, messaging, etc. unless they are appropriate department branding insignia (SWAP, WIC Breastfeeding, etc.)

Pants

Slacks, khakis, and corduroys are acceptable. All employees are expected to wear clothes that are laundered and pressed. Inappropriate choices include jeans, shorts, sweatpants, overalls, leather, spandex, or other form-fitting wear. Make sure pants fit well, are wrinkle free, and are stain free, and without frayed hems or ripped seams. In the spring and summer ankle or cropped pants can be worn. No shorts, skorts, or other short pant wear.

Shirts

Business casual shirts, blouses, sweaters, sport jackets, and turtlenecks are within guidelines. Inappropriate choices include midriff or spandex tops, printed T-shirts, sweatshirts, muscle shirts, tank tops, and halter tops. In the spring and summer light blouses with cap sleeve, sleeveless and shell tops are ok; however, no tops that are sheer or have spaghetti straps.

Dresses and skirts

Dresses and skirts are appropriate. They should be reflective of an office environment. Minis, spaghetti straps, open backs, low-cut, or revealing dresses are not acceptable.

Shoes

Flats, wedges, heels, boots and certain sandals can be worn with your business casual outfits. Heels should be kept at 4 inches or less. In the summertime, heeled sandals can be worn rather than closed-toe shoes unless you are working in the field or in the clinical setting at which time closed-toe shoes are appropriate. Avoid dressier sandals with embellishments, lots of straps, or look like they belong at a club. Flip-flop style flat sandals (a backless sandal usually held to the foot by a thong between the big toe and second toe often made of plastic or rubber and commonly used for very casual weekend attire – this pertains to any open-toed footwear that is not securely attached to your foot and heel) are not appropriate for business casual work environments.

Remember that you should always dress appropriately for your duties and schedule for the day regardless of the business casual dress policy. If you have any questions, please ask your supervisor.

Grooming

It is not the intent of CCPH to set hairstyle or cut parameters; however, all employees should be well groomed with both facial and/or head hair. The definition of well-groomed is clean, tidy and well maintained. Those individuals working in or around food should follow the food service rules with restraining long hair.

CCPH may change the dress code in special cases. For example, we may require employees to wear semi-formal attire for an event. Then, all employees should wear appropriate clothing that corresponds to their gender identity. This would include items such as suits, ties, white shirts, appropriate dresses, and appropriate shoes. CCPH may also introduce [dress-down Friday] when employees can wear more casual clothing like jeans, simple



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blouses, etc. This may not apply to employees that are meeting with clients, partnering agencies or external parties – each employee must get their supervisor’s approval to dress down.

An employee’s position may inform their dress code. If an employee is working in the field (outside the department) and there is concern of “getting messy”, casual attire may be more appropriate, or if an employee is working in the clinic setting (needle access program) where more casual attire is appropriate. T-shirts with appropriate department branding insignia (SWAP, WIC Breastfeeding, etc.) are the only T-shirts that should be worn unless specific approval from the supervisor (please refer to the branding policy - 800-036-P). It is up to the supervisor to approve alternative attire.

What NOT to wear:

- No jeans or denim unless approved by the supervisor
- No low-rise pants
- No shorts or skorts
- No overalls
- No sweatpants or yoga pants
- No leather pants or skirts
- No short/miniskirts or dresses
- No body-con (i.e. body contour) dresses,
- No tops or dresses with plunging necklines
- No Tops or dresses with skinny straps
- No crop tops/halters/razorback/strapless
- No flip-flop style flat sandals
- No baggy clothes
- No super tight clothes
- No sundresses
- No sequins
- No neon
- No bra showing
- No clogs/stilettos/high-platform shoes
- Nothing that looks like you’re hanging out with friends, going to a picnic, going to a party/club or going on a date

Disciplinary Consequences

When an employee disregards the dress code, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, the supervisor will follow the disciplinary policy. In some cases, the supervisor may ask the employee to return home to change on the employee’s time. Employees may face more severe consequences up to and including termination.

F. CITATIONS & REFERENCES

N/A.



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G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Diane Thompson, RN, MSN – Director of Nursing
2. Division Leadership Team

H. APPENDICIES & ATTACHMENTS

N/A

I. REFERENCE FORMS

N/A.

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.