

# YOUTH CONSULTATION SERVICE

## Dress Code Policy

### Applicability:

All YCS Employees/Interns/Externs/Volunteers/Consultants

### Policy:

It is the policy of YCS that each employee's dress, grooming and personal hygiene should be appropriate to the work situation. The image portrayed should be one of professionalism at all times. This means that neatness and good taste in appearance is required of all personnel regardless of their work location.

### Procedures:

One of the many benefits of working for Youth Consultation Service is a relaxed dress code policy of business casual. Since business casual can be subject to broad interpretation, some of the basics are defined below. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your Supervisor or your Human Resource staff.

### Males and Females

When choosing work clothes, please exercise good judgment and refrain from wearing the following **inappropriate attire**:

Headcovers except for religious purposes; i.e., DuRags, Hats, etc.

Torn, dirty, or frayed clothing is unacceptable

Clothing that reveals too much cleavage

Sheer blouses/tops – Low cut blouses/tops

Halter tops – anything backless

Tube tops

Tank tops

Thin strap tops/dresses

Blouses, tops and shirts must be of sufficient length to cover the waistline.

Mini skirts

Shorts

Leggings, unless top covers to mid-thigh

Distressed/Destroyed/Ripped Jeans

Pants are not permitted below the waistline (sagging)

Inappropriate footwear that would prevent you from performing the essential functions of your job; i.e., flip flop sandals, slippers, etc.

Our clients are impressionable children/adolescents and we have a responsibility to set an appropriate example to them. Our appearance is a reflection of our professionalism. Any person coming to work dressed inappropriately will be instructed to return home (on their own time) to change into more appropriate dress.