

DEPARTMENT OF HUMAN RESOURCES

DRESS CODE POLICY

APPLICABILITY:

This policy shall apply to all civilian employees of the City of Providence.

PURPOSE:

City of Providence office personnel and other employees providing City Services are required to dress in appropriate business attire when reporting to the workplace.

POLICY:

All employees within the City of Providence are required to report to work dressed in appropriate businesslike attire.

The following attire are examples of what is **not to be worn by employees in the course of the work day**. This list is not designed to be all inclusive and Department Directors and Supervisors are authorized to send employees home if they are not dressed appropriately.

Short shorts	Halter Tops	Jogging Suits	Bare Midriffs
Warm-up suits	Beach or shower thongs	Sweat Suits	Tee Shirts without collars
Cutoffs	Tank Tops	Sneakers	Jeans

Employees who are required to wear uniforms are to wear the complete uniform. Uniforms are to be kept in good condition, neat and clean.

Employees who are required to use or wear safety equipment are to do so in accordance with the regulations of their department.

In those departments, such as Recreation, where departmental activities would require informal attire because of the nature of the job duties, attire is to be appropriate to the situation.

ENFORCEMENT

Employees who violate this dress code will be subject to the following disciplinary action:

-First & Second Offense	Employee will be sent home to change and time not worked will not be paid.
-Third & Fourth Offense	Written warning, employee will be sent home and will be suspended for one (1) day without pay.
-Fifth Offense	Employee will be suspended without pay pending the outcome of a pre-termination

hearing.