

MISSISSIPPI DEPARTMENT *of* EMPLOYMENT SECURITY

DRESS CODE AND PERSONAL HYGIENE POLICY

The Mississippi Department of Employment Security (MDES) requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene, and appearance. These standards are commensurate with our organizational practices of appropriate business conduct and professionalism.

This Policy Shall Discuss:

1. Work-appropriate hygiene;
2. Acceptable levels of personal grooming;
3. Appropriate business attire;
4. Casual Friday;
5. Mail Room and Maintenance employees;
6. Workplace inappropriate attire;
7. Clarification
8. Compliance

Hygiene

MDES employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness and be free from strong or offensive bodily odor.
- Maintain proper oral hygiene.
- Avoid the use of heavily scented perfumes, colognes, and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.

Personal Grooming

- Clothing must be clean, in good condition, and fit appropriately.
- Neat and well-groomed hair, sideburns, mustaches and beards (no artificial colors e.g. pink, green, etc. that would be deemed unprofessional).
- No dark glasses (unless prescribed by a physician).
- Body piercings, other than certain types of ear and nose piercings, must not be visible. Nose piercings are permitted but should not be larger than a stud or small clear insert. Earrings are limited to not more than two earrings in each ear. No other visible body piercings are allowed.
- Tattoos, except for small ankle tattoos, must not be visible.

Business Attire

The standard is business casual dress, and the goal is for you to present an overall appearance of being neat, clean, and professionally groomed at all times. A business casual dress standard means you will be allowed to dress in casual business attire each work day unless you have a meeting for which you need to dress in more formal business attire (e.g. suit and tie, dress, etc.) Denim jeans may only be worn on Friday; however, denim skirts, dresses and jackets may be worn any day of the week.

MEN — Dress pants, dress shirt, collared polo-style golf shirt and coordinating shoes. Shirts must be tucked in at all times and a belt worn. Sports teams logos may only be worn on a Polo-style shirt on Casual Friday. Tennis or running shoes, except on Casual Fridays, are only permitted with medical documentation from your physician.

WOMEN — dresses, skirts, and pants with coordinating blouses, sweaters, vests, tops and jackets. Capri pants are appropriate as long as they are no more than six inches from the top of the ankle. Dresses or skirts should not be any shorter than two to three inches from the knee. Sleeveless garments may be worn, however, any garment with a two inch strap or smaller must be covered with a jacket, shirt, or sweater. Leggings may be worn under dresses and skirts of appropriate length.

Heels, flats, boots, sandals, and loafers are appropriate types of shoes. However, shower or beach style flip flops, rubber shoes, house slippers, and moccasins are not permitted. Tennis or running shoes, except on Casual Friday, are only permitted with medical documentation from your physician.

Casual Friday

MDES employs a “Casual Friday” policy, and employees are welcome to wear workplace appropriate jeans (no rips, tears, or stains), and Tennis or running shoes (no rips, tears, or stains).

Mail Room, Maintenance, and Information Technology Employees

Employees that work in the Mail Room or Maintenance departments, as well as certain Information Technology employees (who have been given permission by their supervisor), may wear appropriate casual clothing, including appropriate jeans and tennis or running shoes (Monday-Friday), but no shorts.

Inappropriate Attire (ALSO APPLICABLE TO CASUAL FRIDAY)

Illustrations below and on next page.

1. Sweat or jogging pants, sweatshirts, scrub suits, or warm-ups;
2. Low rise jeans or pants, cargo/carpenter pants; leather pants, spandex, or form-fitting pants;
3. Clothing with logos other than MDES, including political or sports, but excluding embroidered manufacturer logos such as the Ralph Lauren horse; Sports teams logos may only be worn on a Polo-style shirt on Casual Friday.
4. Overalls; coveralls;
5. Shorts, skorts, or culottes, mini-skirts, tennis skirts;
6. Short blouses or sheer blouses without camisoles, mesh, see-through or otherwise revealing attire;
7. Sundresses, strapless tops, halter tops, tank tops, low-cut tops, or tops with spaghetti straps without a jacket;
8. T-shirts, pajamas, or pajama jeans.
9. Athletic attire including jerseys; (except during agency approved fundraising events)





- 10. Hats/caps and/or sunglasses indoors;
- 11. Flip-flops, Beach footwear, or very casual sandals.
- 12. Uggs or similar style boots;
- 13. Clothing that reveals too much cleavage, back, chest, midriff, or undergarments;
- 14. Clothing that is wrinkled, torn, stained, frayed, or with unfinished seams or hems;
- 15. Clothing that is generally offensive, controversial, disruptive, political, or otherwise distracting.

CLARIFICATION – Every MDES employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire, his/her manager is responsible for coaching the employee accordingly.

Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. Any questions about this policy should be directed to your supervisor.

COMPLIANCE

Each supervisor will be responsible for maintaining the agency’s policy in his/her work area only; violations outside of his/her area should be addressed with that area’s supervisor and not the employee. Employees registering possible violation complaints should report the matter to his/her supervisor only. Should the supervisor determine an employee’s dress or grooming is in violation of this policy, and the incident is the employee’s first violation, the supervisor will discuss the violation with the employee, and follow-up the conversation with an email confirmation of the discussion. Subsequent violations will require the employee to leave the workplace, while utilizing their personal leave and/or leave without pay, and return with the dress or grooming violation remedied, and could subject the employee to disciplinary measures.

Personal appearance standards may be reviewed periodically and updated as deemed necessary.



Mississippi Department of Employment Security

POLICY ACKNOWLEDGMENT FORM

By signing below, I acknowledge that I have received a copy of MDES' **Dress Code Policy (effective date February 1, 2019)**.

I further acknowledge that I am responsible for reading the policy and complying with it. A copy of the policy is available to me on the agency's internal website, "The Insider".

Finally, I acknowledge that if I have any questions about what the policy means or how it applies to me, I am solely responsible for reaching out to either my supervisor(s) or to the Office of Human Capital in order to find answers to my questions.

Employee Name (Printed)

Date

Employee Signature

Cost Center Name and Number