



Mississippi Department of Employment Security

Dress Code Policy

Effective November 1, 2024

- PURPOSE:** To define the Mississippi Department of Employment Security's internal policy and procedures with regard to employee appearance standards at the office or when representing the Agency outside of the office.
- GENERAL:** The Mississippi Department of Employment Security (MDES) requires all employees to present themselves in a professional manner, with regard to personal hygiene, appearance, and attire. These standards are commensurate with our organizational practices of appropriate business conduct and professionalism.
- HYGIENE:** During regular business hours, MDES employees are expected to:
- Maintain personal cleanliness and be free from strong or offensive bodily odor;
 - Maintain proper oral hygiene; and
 - Avoid the use of heavily scented perfumes, colognes, and lotions. These can cause allergic reactions, migraines and respiratory difficulty for customers and/or other employees.
- APPEARANCE:** MDES employees should present an overall appearance of being neat, clean, and professional.
- Clothing must be clean, in good condition (free of holes and tears), and fit appropriately.
 - Hair (including sideburns, mustaches and beards) should be neatly maintained and free from artificial/inappropriate colors, such as pink or green.
 - Dark glasses must not be worn inside unless prescribed by a physician.
 - Body piercings, other than ear and nose piercings, must not be visible.
 - Visible tattoos that depict nudity, offensive or inappropriate language or images, or violate Agency policies (including policies that prohibit discrimination and harassment based on race, color, religion, sex, sexual orientation, gender

identity, national origin, ancestry, age, disability, or any other protected category) are strictly prohibited.

ATTIRE:

The standard attire for MDES employees is "business casual." This 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.). Employees are expected to demonstrate professional taste and good judgment when selecting clothes to wear to work.

Acceptable attire for men includes:

- Dress shirts and collared golf shirts tucked in and worn with a belt; and
- Dress pants and slacks.

Acceptable attire for women includes:

- Blouses, sweaters, vests, tops and jackets;
- Dress pants and slacks; and
- Dresses and skirts that are no shorter than three inches from the knee.

Unacceptable attire includes:

- Athletic clothing (warmups, sweatshirts, jogging suits, yoga pants, tank tops, t-shirts);
- Denim pants/blue jeans (unless worn on Friday);
- Cargo/carpenter pants;
- Leggings/form fitting pants that are not underneath a dress or skirt;
- Clothing with slogans/large logos;
- Overalls/coveralls;
- Shorts, skorts, mini-skirts, tennis skirts;
- Tops showing the midriff;
- Sheer/see-through blouses (without camisoles);
- Strapless, halter, and spaghetti strap tops/dresses without a jacket or sweater;
- Pajamas;
- Athletic jerseys (other than on Agency approved days),
- Hats, caps;
- Flip-flops, Crocs, shower shoes, house slippers;
- Athletic shoes/tennis shoes (unless worn on Friday or allowed due to medical documentation provided by your physician);
- Any clothing that reveals too much cleavage, back, chest, midriff, or undergarments;
- Any clothing that is wrinkled, torn, stained, frayed, or with

unfinished seams or hems;

- Any clothing that is generally offensive, controversial, disruptive, political, or otherwise distracting.

The definition of “acceptable/unacceptable attire” can be expanded or limited by a supervisor based upon job function requirements, as long as it remains consistent with the standards of maintaining a neat and decent appearance.

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.

**REASONABLE
ACCOMODATION:**

MDES recognizes the importance of individually held religious beliefs and will reasonably accommodate an employee’s religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Those requesting a workplace attire accommodation based on religious beliefs should contact the Office of Human Resources.