



To: Indiana's Workforce Investment System

From: Indiana Department of Workforce Development (DWD)

Date: 01/28/2022

Subject: DWD Policy 2021-05, Change 1
DWD Employee Dress Code

Purpose

DWD is implementing a "Dress for the Day" policy, which is intended to set forth guidelines for dress and grooming standards expected of DWD employees, while also taking into account personal choice and responsibility and allowing employees to dress for the content of their day. This policy is effective as of the date of this memo.

Change 1 Summary

Exemptions from certain elements of the dress code policy to account for special occasions and medical needs and religious/cultural observances are included.

Rescission

DWD Policy 2021-05 DWD Employee Dress Code

Content

General Guidelines

This policy applies to all DWD employees. Local areas may establish a stricter dress code policy within the American Job Center/WorkOne offices than the one outlined in this document. Any local or regional dress code policy that is stricter than the standards established in this policy must be followed by all DWD staff persons that work within the specific offices overseen and/or managed by the local area.

Appropriate¹ dress, proper grooming and hygiene are essential to ensure DWD staff portray a professional image of the agency. Clothing shall be clean, neat, in good repair, and appropriate to the content of the workday. State ID badges are to be worn by all applicable DWD staff and should always be visible.

¹ Please see "Attachment A" Examples of Acceptable Work Attire for images of various styles of "appropriate" clothing.

Employees in situations requiring more formal² business attire i.e., attending business meetings, conducting training, or those who have regular contact with other business professionals, or the public should dress accordingly.

Inappropriate attire includes attire that would normally be considered "leisure," "work-out," "recreational" in nature, or "club" attire. Examples of inappropriate attire include but are not limited to the following:

- Spandex bicycle pants, sweatpants/athletic joggers, or sweatshirts
- Jeans that are torn, ripped, or faded
- Leggings, unless worn under a dress or tunic style tops. (Leggings are **not** a substitute for pants.)
- Halter or spaghetti strap tops/dresses without a cover-up
- Clothing that contains words or images other than a small insignia
- Flip-flops,³ athletic sandals,⁴ or slipper-type shoes
- Any clothing that exposes undergarments
- Sunglasses⁵ and hats⁶ while indoors

Additional Considerations

- Tattoos and piercings must be appropriate and in line with a professional image.
- Sneakers or tennis shoes are allowable if clean and in good repair.
- Exemptions from the general guidelines may be made for disability accommodation or medical necessity or to allow for religious or cultural observance.
- Other exceptions may be made for special occasions and will be communicated by agency leadership.

Enforcement

It is the responsibility of supervisors to ensure that all employees adhere to this policy. If an employee is dressed inappropriately, the supervisor will inform them of the inappropriateness and the reason it is deemed inappropriate. If the employee's appearance is unduly distracting or inappropriate, they may be sent home to take the appropriate corrective action and then return to work. An employee who is sent home to correct their appearance may use personal or other appropriate leave time to cover the time that they are away from the office to change into proper attire. Repeated violation of the dress code policy may result in disciplinary action. This policy is intended to be as comprehensive as possible. Managers, with counsel from the Human Resources department, have the final discretionary authority.

Action

This Dress Code Policy is to be followed by all DWD employees.

² More formal business attire consists of collared shirts, jackets, ties, pants, skirts, or dresses. See Attachment A.

³ Any shoe considered to be a "thong" type, meaning split between the big toe and smaller toes.

⁴ Athletic sandals include slides and hiking/trekking sandals.

⁵ Sunglasses worn as part of an accommodation for blindness or vision impairment are exempt from this policy.

⁶ Head coverings worn as part of a religious or cultural tradition are not considered hats for the purposes of this policy.

Effective Date

Immediately.

Ending Date

Upon rescission.

Additional Information

Questions regarding the content of this publication should be directed to DWD Policy, policy@dwd.in.gov.

Attachment A
Examples of Acceptable Work Attire

Business



Business Casual



Inappropriate Business Casual

