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## DWD Policy 2021-05, Change 2: DWD Employee Dress Code

**To:** Indiana's Workforce System  
**From:** Indiana Department of Workforce Development (DWD)  
**Date:** June 16, 2025

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### 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 considering personal choice and responsibility and allowing employees to dress for the content of their workday.

### CHANGE 2 SUMMARY

This policy now states that contractors must abide by DWD's dress code, and the lists of appropriate/inappropriate attire have been updated.

### RESCISSION

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

### CONTENT

#### General Guidelines

This policy applies to all DWD employees and contractors. Local areas may establish a stricter dress code policy within the WorkOne/American Job Center 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 that work within the specific offices overseen and/or managed by the local area.

Appropriate<sup>1</sup> 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 DWD staff and must always be visible.

Employees in situations requiring more formal<sup>2</sup> 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.

Appropriate attire includes but is not limited to the following:

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<sup>1</sup> Please see **Attachment A** for images of various styles of appropriate clothing.

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

- Dress pants/slacks, khakis, and jeans that are not torn or ripped;
- Dresses, skirts, suits, and blazers (skirts and dresses must be fingertip length);
- Collared shirts, sweaters, sweatshirts, and T-shirts that abide by the requirements of this policy; and
- DWD-branded attire purchased from the official DWD online store (excluding caps and beanies).

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

- Spandex bicycle pants, sweatpants/athletic joggers, or yoga pants;
- Jeans that are torn or ripped;
- Leggings, unless worn under a dress or a tunic-style top. Leggings are not a substitute for pants;
- Halter tops or spaghetti strap tops/dresses without a cover-up;
- Crop tops (tops exposing the midriff) or tube tops;
- Flip-flops, athletic sandals,<sup>3</sup> slipper-type shoes, or Crocs™-style clogs;
- Any clothing that exposes undergarments or is considered revealing in nature;
- Sunglasses<sup>4</sup> and hats<sup>5</sup> while indoors; or
- Clothing that references alcoholic or tobacco products, illegal substances, derogatory religious or political themes, or vulgar language.

### **Additional Considerations**

- Tattoos and piercings must be appropriate and in line with a professional image. Visible tattoos must not reference alcohol or tobacco products, illegal substances, derogatory religious or political themes, or vulgar language;
- To ensure a comfortable work environment, employees are to use minimal fragrance or fragrance-free products;
- Sneakers or tennis shoes are allowed if clean and in good repair;
- Exemptions from the general guidelines may be made for disability accommodation, medical necessity, or to allow for religious or cultural observance; and
- 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 and contractors follow this policy. If an employee or contractor is dressed inappropriately, the supervisor will inform them of the inappropriateness and the reason their attire is deemed inappropriate. If the employee's or contractor'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

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<sup>3</sup> Athletic sandals include but are not limited to slides and hiking/trekking sandals.

<sup>4</sup> Sunglasses worn as part of an accommodation for blindness or vision impairment are exempt from this policy.

<sup>5</sup> Head coverings worn as part of a religious or cultural tradition are not considered hats for the purposes of this policy.

who is sent home to correct their appearance may use personal time or authorized leave without pay (subject to manager approval) to cover the time that they are away from the office to change into proper attire. A contractor who is sent home to correct their appearance may not bill DWD for their time that they are away from the office to change into proper attire. Repeated violation of the dress code policy may result in employee disciplinary action or contractor separation. This policy is intended to be as comprehensive as possible. Managers, with counsel from the DWD Human Resources team, have the final discretionary authority.

## **ACTION**

This policy is to be reviewed and followed by all DWD employees and contractors.

## **ATTACHMENTS**

**Attachment A** - Examples of Acceptable Work Attire

## **EFFECTIVE DATE**

Immediately.

## **ENDING DATE**

Upon rescission.

## **ADDITIONAL INFORMATION**

Questions regarding the content of this publication should be directed to [policy@dwd.in.gov](mailto:policy@dwd.in.gov).

# ATTACHMENT A

## EXAMPLES OF ACCEPTABLE WORK ATTIRE

**Business**



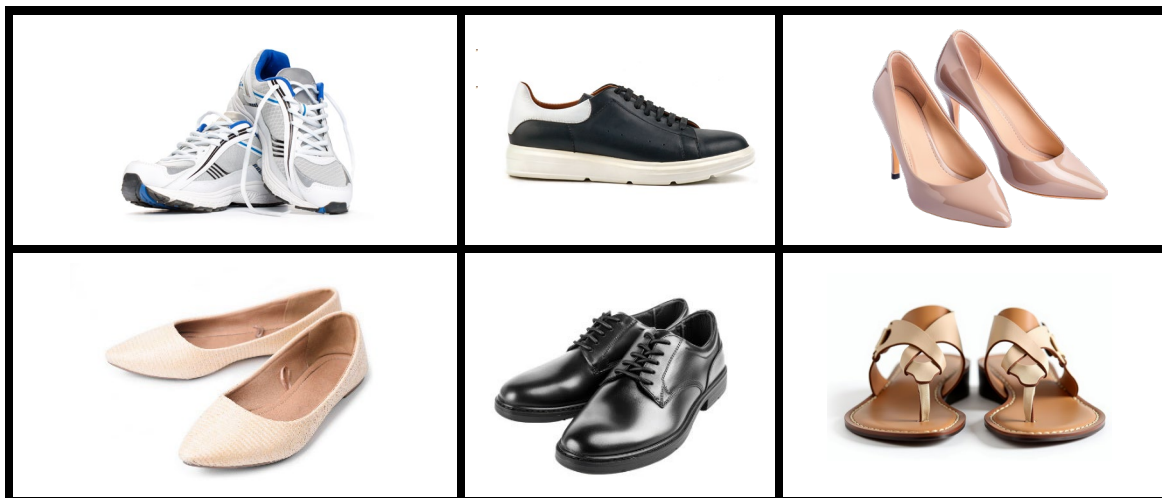
**Business Casual**



**Inappropriate Business Casual**



## Appropriate Footwear



## Inappropriate Footwear

