



DWD Policy 2021-05, Change 3: DWD Employee Dress Code

To: Indiana's Workforce System
From: Indiana Department of Workforce Development (DWD)
Date: February 13, 2026

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 3 SUMMARY

This policy has been updated to provide clarification on acceptable skirt/dress length.

RESCISSON

DWD Policy 2021-05, Change 2: *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.

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 DWD staff and must always be visible.

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.

Appropriate attire includes but is not limited to the following:

¹ Please see Attachment A for images of various styles of appropriate clothing.

² 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;
 - **NOTE:** Dresses and Skirts shall be no shorter than two inches (2") above the knee.
- 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;
 - **NOTE:** Excludes 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,³ slipper-type shoes, or Crocs™-style clogs;
- Any clothing that exposes undergarments or is considered revealing in nature;
- Sunglasses⁴ and hats⁵ while indoors; or
- Clothing that references alcoholic or tobacco products, illegal substances, derogatory religious or political themes, or vulgar language.

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 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.

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

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

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

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.

ATTACHMENT A

EXAMPLES OF ACCEPTABLE WORK ATTIRE



Appropriate Footwear



Inappropriate Footwear

