



<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	SUBJECT:	PAGE <u>1</u> of <u>4</u> PAGES
	DRESS CODE POLICY	POLICY #: DNR-OHR-0001
	RULE/CODE REFERENCE: ORC 1501.01	ORIGINATION DATE: 03/01/2013
	PURPOSE: The purpose of this policy is to provide and define employee dress standards in order to present a neat, professional, and dignified appearance commensurate with employee job responsibilities.	SUPERCEDES: N/A
		EFFECTIVE DATE: 03/01/2014
AUTHORITY: ORC.1501.01 ODNR-Director	REVISION DATE: N/A	APPROVED: 

This policy applies to all ODNR Employees.

I. POLICY:

It is the policy of the Ohio Department of Natural Resources (ODNR) that all employees present a neat, professional, and dignified image, commensurate with their job responsibilities to instill public confidence and establish respect to visitors, co-workers, colleagues and constituents. Business casual shall be the minimum requirement; however when formal business attire would be more appropriate, the standard of dress for men and women is a suit, a jacket and pants, a skirt, or a dress paired with appropriate accessories.

II. DEFINITIONS:

TERM	DEFINITION
Blue Jeans	Pants made of denim with or without pockets
Denim Garments	Clothing other than pants which are made of denim
Tank Tops	A close-fitting, low-cut top having shoulder straps and often made of lightweight, knitted fabric.
Casual Friday	A deviation from the dress code requirements as approved by management which permits casual clothing in good repair and excluding sweatpants, torn jeans, tank tops, flip flops or slippers.

III. POLICY DETAILS:

A dress code cannot cover all contingencies and it is incumbent upon the employee to exercise sound judgment in their choice of clothing for the workplace. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources staff.

1. Inappropriate Clothing:

Examples of inappropriate clothing which is prohibited from being worn at the workplace include but are not limited to:

- Dirty, damaged, frayed or torn clothing
- Clothing which exposes any midriff or excessive skin on the back or chest;
- T-shirts;
- Tube or tank tops;
- Halter tops or halter dresses;
- Shorts;
- Sweat pants and sweat shirts, including running or jogging pants and tops;
- clothing that has words, terms, or pictures that may be offensive to other employees or that sponsor drugs, alcohol or tobacco products;
- See-through clothing which exposes undergarments; and slippers and any thong shoes or flip flops.

2. **Acceptable Clothing:**

- A. Slacks that are similar to Dockers, dress pants, and calf length capris are acceptable. Inappropriate slacks or pants include exercise pants, bib overalls, and any spandex or other form-fitting pants such as people wear for biking. Leggings are allowed so long as covered by a sweater or top of appropriate length.
- B. "Blue Jeans" should not be worn in an office environment, unless permitted under an exception in Section 3.0. Other denim garments are permitted, so long as the clothing is in good condition and appropriate for the business activity.
- C. Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length which allows for sitting comfortably in public. Mini-skirts and short, tight skirts that ride halfway up the thigh are not appropriate for work.
- D. Hats are not appropriate in the office unless permitted under an exception in Section 3.0. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.
- E. Jewelry, makeup, perfume, and cologne should be in good taste and worn with restraint since some employees may be allergic to the chemicals contained in perfumes and make-up.
- F. Extreme facial piercings are prohibited, and all other body piercings must be covered. Body markings or tattoos that are deemed by management to be provocative or offensive must be concealed.

3. **Exceptions:**

- A. Exceptions to this policy may be granted for circumstances such as training or unusual working conditions (e.g. some types of field work). This may include day to day authorizations approved by an employee's immediate supervisor.
- B. ODNR uniformed employees must comply with Officer Code of Conduct Dress Code and Grooming Standards.

- C. ODNR employees subject to Division specific dress code(s) requiring a uniform or other specified dress/grooming requirement must comply with those directives.
- D. ODNR employees may observe casual dress down days (usually Fridays) and for charitable purposes as determined by the Director or Designee. During those events, sports team, university and fashion brand appropriate sweat shirts are permitted.
- E. When an employee requests an accommodation because of a religious practice or observance, ODNR will accommodate the employee's religious belief by modifying the dress code when such accommodation would not cause an undue hardship for the employer. Importantly, safety and hygiene issues will not be overlooked for the sake of accommodations. As with all requests for accommodations, ODNR Office of Human Resources will engage in a good-faith dialogue with the employee requesting the accommodation.
- F. Requests to deviate from the dress code policy for a documented medical condition will be reviewed confidentially and in the same manner as a request for a religious accommodation.

IV. VIOLATIONS:

This dress code is intended to be a guide and is reliant upon a general concept and expectation that public employment requires professional behavior and dress.

When it is determined that a violation of the dress code has occurred the employee may be requested to remove or cover up the item of clothing, or in extreme cases may be sent home to change.

All violations of the dress code policy will be subject to corrective discipline and intentional and/or insubordinate acts may result in more serious disciplinary action on a first offense.

V. RESPONSIBILITIES:

POSITION OR OFFICE	RESPONSIBILITIES
Office of Human Resources	A. To annually review policy for applicability and updates. B. To process violations of the policy according to the disciplinary process and grid.
ODNR Division/Office Supervisors and Managers	A. Monitor workforce, ensure compliance, and report violations to Human Resources. B. Proactively communicate questions, concerns and issues to the appropriate contact listed below.
Employee	A. Read and comply with policy. B. Proactively communicate questions, concerns and issues to the appropriate contact listed below.

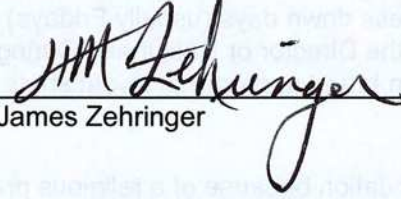
VI. CONTACTS:

SUBJECT	OFFICE	TELEPHONE	EMAIL/URL
Policy Issues	Office of Human Resources/Labor Relations	(614) 265-6899	Policy.coordinator@dnr.state.oh.us

Office of the Director:

Approve

Disapprove


James Zehringer

2-19-2014
Date