

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3.13

Subject: Dress Code

Effective Date: March 7, 2023

Approved By: Kenneth R. Williams
City Manager

Chris Catalina
Human Resources Director

I. PURPOSE

- A. The purpose of this policy is to provide a dress code for employees that is consistent with their job and responsibilities while presenting a professional image to the public.
- B. The City of Beaumont recognizes that personal appearance is an important element of self-expression and strives not to control or dictate employee appearance. All employees are expected, regardless of public contact, to exercise good judgment with regard to personal appearance, dress, and grooming to be the most effective in the workplace.
- C. Department specific dress codes may be implemented to supplement this policy to comply with industry standards or department specific needs.

II. RULES/PROCEDURES

- A. Employees provide service to the citizens while performing specific tasks in a professional manner. As representatives of the City, employees are encouraged to set and maintain high standards by performing quality work and presenting a professional personal image to the public at all times.
- B. Employees should dress in a manner that is appropriate for the job, regardless of work location and degree of public contact, to maintain an acceptable general appearance at all times.
- C. Department Directors and supervisors shall be responsible for ensuring that employees are in compliance with this policy at all times and may grant exceptions, with the City Manager's approval, under special circumstances (i.e., religious beliefs, national origins, special designated events, etc.).
- D. The City of Beaumont allows reasonable self-expression through personal appearance, unless it conflicts with an employee's ability to perform their job effectively or within their specific work environment, or it is regarded as offensive or harassing towards others.

The following is intended to be a guide for professional appearance and good grooming:

1. **Attire** – Clothing should be clean, hemmed, free of holes, rips, tears, or other signs of wear and wrinkle-free/pressed and in good repair. Appropriate undergarments should always be worn. Revealing or skin-tight attire is not acceptable.
2. **Fragrance** – Employees and visitors in the workplace may have sensitivities or allergies to fragrant products. To ensure the workplace remains healthy and comfortable, employees are restricted from using soaps, perfumes, colognes, fragrant body lotions, or hair products that cause discomfort.
3. **Hair** – Hair and facial hair (sideburns, moustaches, and beards) should be clean, combed, and neatly trimmed or arranged. Hairstyles should be appropriately professional and should not present a distraction in the performance of the employee's job function. Hair color should be within naturally occurring color tones. Bright showy colors and non-natural hues are discouraged.
4. **Fingernails** - Fingernails should be clean and an appropriate length to operate office equipment efficiently and effectively. Departments may have restrictions on the length of nails to the extent that nail length may present a health or safety issue.
5. **Body Ornamentation** – Gauges (or large holes in the ears), body piercing, or other ornamentation of the face (other than ears), head, and mouth are generally not appropriate for the workplace but may be permitted at the discretion of the Department Director. Body Ornamentation (tattoos, body art, etc.) shall not be obscene or offensive. Body art, including but not limited to, branding, intentional scarring, or body mutilation is discouraged.
6. **Body Jewelry** (earrings, rings, bracelets) – Employees may wear tasteful jewelry in moderation, including size of the jewelry pieces and the number of pieces worn. Where job duties present any type of safety risk, those departments may choose to severely limit or prohibit the wearing of jewelry with limited exceptions approved by management and/or Human Resources including as a reasonable accommodation of a religious dress practice or religious grooming standards.

- E. Business or business casual attire is the foundation of the professional dress and appearance policy and is allowed on normal workdays and required for official City business, City Council Meetings, Planning Commission Meetings, etc.

Acceptable business or business casual attire includes, but is not limited to:

1. Dress shoes or dress boots.
2. Dress or casual pants (i.e., khaki pants, Dockers, slacks, capris, etc.).
3. Men's shirts must be tucked in; properly fitted slacks with belt loops should be belted (optional).
4. Uniforms provided by the City must fit properly.
5. Skirts and dresses (including slits and split skirts) must not be more than two (2) inches above the middle of the knee (hemline should not rise more than two (2) inches above the middle of the knee).
6. Slacks, skirts, dresses, pant suits, suits, capris, blouses or jackets must be appropriately fitted.
7. Stretch leggings for women only when layered and fitted appropriately or worn with longer layered looks such as dresses, sweaters, boots, etc. appropriate to the season and with proper fit.
8. City of Beaumont T-shirts only, denim jeans and tennis shoes may be worn on Friday or City-designated casual days. Denim should not be ripped, dirty, wrinkled, frayed, sagging, low-riding or skin-tight.
 - a. Tennis shoes may be worn provided they are clean and in good repair.

F. Unacceptable attire includes, but is not limited to:

1. Clothes that do not fit properly (too tight, too short, too low-cut or too baggy).
2. Ripped, dirty, wrinkled, frayed, sagging, low-riding or skin-tight denim jeans or jeggings.
3. Athletic clothing (sweat suits, jogging suits, warm-up outfits, yoga pants, athletic joggers, wind suits, lycra-type pants) or other attire that is designed for exercise.

4. T-shirts, any shirts with obscenities, suggestive slogans or words; tube tops, midriffs, halter tops, tank tops, or muscle shirts; sleeveless tops that expose undergarments, unless top is appropriately covered by a blouse, sweater or jacket; low-cut or tight-fitted blouses, sweaters or dresses.
 5. Shorts, overalls, cut-offs, tight-fitted pants, spandex, mini-skirts, skater/tennis skirts, skorts, or fatigues.
 6. Bare-backed tops/dresses or spaghetti-strap dresses or blouses unless covered with a jacket.
 7. Slippers, flip flops, bare feet, crocs, backless sandals (does not include mules), etc.
 8. Hats, bandanas, and bonnets unless part of the approved work uniform or that are required for religious purposes.
- G. Uniforms are a representation of the City of Beaumont's standards and are intended to exemplify a positive, recognizable, image to our citizens. Employees whose job function requires the wearing of a uniform are expected to positively represent the City at all time when in uniform.
1. Uniforms will be provided to employees who are required to wear such in the performance of their job duties.
 2. Department Directors and supervisors will be responsible for communicating to uniformed personnel each element that is required to be in compliance with the dress code consistent with the nature of the job function.
 3. Employees are expected to wear a clean uniform daily that is in good condition. Shirts must be kept buttoned and should be tucked inside pants. If a belt is worn, the belt must be consistent with the acceptable uniform colors for the department.
 4. Hats or any other headwear is permitted only if it is a part of the designated uniform or safety equipment for the department.
 5. Employees are permitted to wear undershirts or long-sleeved shirts as layers underneath their uniform shirts. Any shirts worn underneath the uniform must conform to the requirements and the colors of the department's standard issue uniform.
 6. Any shoes worn with a uniform must be consistent with the department's requirements for work shoes or boots and all shoe colors must be consistent with the permissible uniform colors.

7. During pregnancy or other medical conditions impacting compliance with the uniform dress code, appropriate accommodations will be made for the employee, to the extent the employee can continue to perform their job function in a safe manner.
 8. Safety equipment such as goggles, hard hats, gloves, safety belts, etc. which are necessary to operate equipment safely and perform the job in a safe manner shall be worn in accordance with the City of Beaumont's Safety Policy 3.8.
- H. Because of the nature of various job responsibilities, jeans and tennis shoes may be acceptable as determined by the department director.

III. VIOLATIONS

- A. Employees who violate the City's dress code will be subject to disciplinary action, in accordance with progressive discipline. Violations that are determined to be egregious may result in more serious disciplinary measures, up to and including immediate termination. Supervisors should always discuss potential violations of the policy with the employee in a private setting.
- B. Employees reporting to work in unacceptable attire may be sent home to change using their own time. Repeat offenses will be cause for disciplinary action up to and including termination.

IV. ACCOMMODATIONS

- A. Due to medical needs, employees may be required to wear footwear that is outside the established policy. In those instances, employees will be required to present medical documentation. In addition, the footwear should be of a solid color. Depending on the length of the accommodation, the employee may be asked to periodically provide updated documentation.
- B. Since there are constantly changing styles of dress, it is impossible to list all the appropriate or inappropriate styles of clothing for the office. Because a specific article of clothing is not mentioned as inappropriate does not mean that it is acceptable for the workplace. Employees and supervisors must use good judgment in complying with the spirit of this policy. Human Resources should be consulted for guidance regarding any situation that may not be directly addressed in this policy.