

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Dress Code Committee	<b>DATE SUBMITTED:</b> 10/16/79	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b> 5/11/2005	<b>DATE REVISED:</b> 10/21/15, 04/17/19, 2/22/23, 10/1/2023	<b>SUBJECT:</b> Dress Code Policy	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 12/21/16, 04/17/19, 04/21/21, 2/22/23, 10/1/2023		<b>POLICY #:</b> ED-008	<b>PAGE #:</b> 1 of 4

**I. APPLICATION**

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It shall be the policy of the organization to strive to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the organization requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Management may determine and enforce guidelines for workplace appropriate attire and grooming; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

All employees are expected to present a professional, businesslike image to individuals supported by the organization, visitors, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the organization.

Management communicates specific workplace attire and grooming guidelines to employees during new hire orientation and evaluation periods.

Any employee who does not meet the attire or grooming standards set by the organization will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid employees will not be compensated for any work time missed because of failure to comply with workplace attire and grooming standards.

The organization recognizes the importance of individually held religious beliefs to persons within its workforce and will reasonably accommodate an employee's religious belief in terms of workplace attire unless the accommodation creates an undue hardship. Those requesting workplace attire accommodation based on religious beliefs should be referred to human resources.

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The table below illustrates appropriate and inappropriate attire for executive and administrative support personnel.

<b>EXECUTIVE AND ADMINISTRATIVE SUPPORT PERSONNEL</b>	
Appropriate	Inappropriate
<b>Slacks</b>	
<ul style="list-style-type: none"> <li>• Dress slacks</li> <li>• Khakis or corduroys</li> <li>• Jeans must be clean and free of rips, tears and fraying; may not be excessively tight or revealing (prohibited for administrative personnel except on Fridays, unless meeting with stakeholders)</li> <li>• Skorts, capris</li> <li>• Leggings (when paired with a tunic length top)</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatpants, exercise wear</li> <li>• Shorts, low-rise or hip-hugger pants or jeans</li> <li>• Jeans</li> </ul>
<b>Shirts</b>	
<ul style="list-style-type: none"> <li>• Polo collar knit or golf shirt</li> <li>• Oxford shirts</li> <li>• Company logo wear (casual shirts with company logo can only be worn on Fridays)</li> <li>• Short or long-sleeved blouses or shirts</li> <li>• Turtlenecks</li> <li>• Blazer or sports coats</li> <li>• Jackets, sweaters, fleece</li> </ul>	<ul style="list-style-type: none"> <li>• Shirts with writing (other than company logo)</li> <li>• T-shirts, sweatshirts, or hoodies</li> <li>• Beachwear</li> <li>• Exercise wear</li> <li>• Crops tops, clothing showing midriffs, spaghetti straps, halter or tube tops, revealing necklines</li> </ul>
<b>Shoes</b>	
<ul style="list-style-type: none"> <li>• Dress shoes, derby shoes, oxfords, pumps, loafers, boots, brogues, open-toed shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Sandals, thongs, flip-flops,</li> <li>• Athletic shoes, tennis shoes, croc-like sandals</li> </ul>

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The table below illustrates appropriate and inappropriate attire for direct care professionals.

<b>DIRECT SUPPORT PROFESSIONALS</b>	
Appropriate	Inappropriate
<b>Slacks</b>	
<ul style="list-style-type: none"> <li>• Khakis or corduroys</li> <li>• Jeans, must be clean and free of rips, tears and fraying; may not be excessively tight or revealing</li> <li>• Skorts, capris</li> <li>• Walking shorts</li> <li>• Leggings (when paired with a tunic length top)</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatpants, exercise wear</li> <li>• Short shorts, low-rise or hip-hugger pants or jeans</li> </ul>
<b>Shirts</b>	
<ul style="list-style-type: none"> <li>• Polo collar knit or golf shirt</li> <li>• Oxford shirts</li> <li>• Company logo wear</li> <li>• Shirts or sweatshirts with only a logo (non-BWDH)</li> <li>• Long or short-sleeved blouses or shirts</li> <li>• Turtlenecks</li> <li>• Blazer or sports coats</li> <li>• Jackets, sweaters, fleece, sweatshirts</li> </ul>	<ul style="list-style-type: none"> <li>• Shirts or sweatshirts with graphics, writing or logos (other than company logo)</li> <li>• Beachwear</li> <li>• Exercise wear</li> <li>• Crops tops, clothing showing midriffs, spaghetti straps, halter or tube tops, revealing necklines</li> </ul>
<b>Shoes</b>	
<ul style="list-style-type: none"> <li>• Casual, low-heel shoes</li> <li>• Comfortable soft soled walking shoes are encouraged for direct care setting (tennis shoes may be permitted provided they are not visibly dirty and excessively worn)</li> </ul>	<ul style="list-style-type: none"> <li>• Sandals, thongs, flip-flops, open-toe shoes, open-heel shoes</li> <li>• Croc-like sandals</li> </ul>
<b>Accessories</b>	

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Earrings, necklaces and bracelets, particularly the long and dangly styles, are not recommended due to the risk of injury.
Hygiene
Excessively long nails are not recommended due to risk of injury.

The table below illustrates what is appropriate and inappropriate for all employees.

<b>ALL EMPLOYEES</b>
<b>BODY PIERCINGS</b>
Visible body piercings are strictly prohibited, except for pierced ears and a single stud nose ring.
<b>TATTOOS</b>
Visible tattoos are permitted, except for when they are offensive in nature, (i.e., violence and sexual themes).
<b>HYGIENE</b>
Poor hygiene or excessive use of cosmetics, perfume/cologne/aftershave is prohibited.

References:

- A. Society for Human Resource Management