

U. EMPLOYEE DRESS CODE AND APPEARANCE

The City of Southaven expects all employees to present a clean and professional appearance when representing the city and to exercise appropriate judgment with regard to personal appearance, dress and grooming to be most effective in the performance of their workplace duties. The City recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, unless a) it conflicts with an employee's ability to perform his or her position effectively in his or her specific work environment or b) it is regarded as offensive or harassing toward co-workers, citizens, or others whom the employee comes into contact with during their workplace duties.

Monday through Thursday, the dress of the administrative offices of the City of Southaven should be business attire. In particular, employees are required to dress in a professional manner. This is accomplished by observing the following rules for business dress:

- a) No halter tops
- b) No revealing or provocative clothing
- c) No shorts, tee-shirts, short skirts or low-cut necklines
- d) No tight, clinging or see through items
- e) No clothing or accessories that would in any way be a distraction to either the public or other employees

On Fridays, the acceptable attire will be a City-issued shirt (or similar) and slacks. If an individual does not wish to dress casually and wear a City issued shirt (or similar) with business casual khakis or slacks, they should end the week with the type of dress clothing worn Monday through Thursday. Business dress is always acceptable.

While wearing the acceptable Friday City issued shirt with slacks, it is wise to keep a jacket in the office that can be worn over casual attire in order to be prepared for any unexpected situations that may require a more professional look (visits by dignitaries, impromptu press conferences, etc.).

All excessive forms of body-piercing (any piercing not confined to earlobes and/or multiple piercing in earlobes) are considered inappropriate for employees of the City of Southaven.

The following types of tattoos and body alterations are prohibited from being visible when they:

- a) Infer sexual, racial, religious, ethnic or related intolerances.
- b) Portray derogatory or offensive characterizations contrary to the values of the City.
- c) Depict or represent criminally or historically oppressive organizations.
- d) Depict any advertisement or endorsement; unless specifically exempted by the City.
- e) Appear on the hands, neck, head, ears, face, mouth, tongue or teeth; with the exception of a single ring tattoo around the base of one finger.

If management determines an employee's dress code and appearance presents a conflict to this policy, the employee will be encouraged to identify appropriate options, such as changing

clothes, removal of excess or offensive jewelry, covering of tattoos or other reasonable means to resolve the conflict.

All legitimate requests to alter the dress code and appearance policy will be considered on a case-by-case basis or when an employee has a particular disability or religious belief that is contrary to this City policy.

This dress code and appearance policy is adopted in order to provide a guide for employees who wish to maintain the proper business attire and professional appearance while in the employment of the City of Southaven. Employees who are required to wear a City issued uniform (fire fighters, police officers, etc.) shall wear the appropriate dress in accordance with the specific department.

An environment of cooperation, respect, and fair and consistent treatment for all employees is the City's goal. Nonetheless, the City is responsible for ensuring that no employees are subject to harassment or a hostile work environment.

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