



## **WorkSource Portland Metro Grooming and Attire Standards**

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WorkSource Portland Metro recognizes a standard when it comes to grooming and dress attire. Employees are expected to maintain appropriate standards of dress and grooming, including regular, personal hygiene. The following information is intended to serve as a guide to help define appropriate business wear for all employees.

Inappropriate attire is defined, but not limited to: beach footwear; shorts; low-cut tops exposing midriff or back; T-shirts; see-through clothing; and ragged, torn, wrinkled; dirty clothing or any item in ill repair. When an employee is found to be outside acceptable grooming and attire standards, the employee will have a discussion with management to clarify, address and correct the concern.

All employees are expected to take your day's schedule into account when you are dressing. If you have a meeting scheduled with visitors, or if you are advised that others will have visitors with whom you will come in contact, you will want to dress appropriately.

The Portland Metro Area recognizes business casual as the standard for daily dress except where otherwise communicated, agreed to and or expressed by management. Business casual is defined but not limited to slacks, pants of cotton and cotton blend, dresses, skirts, blouses, collared shirts, suit jackets and conservative shoes comfortable for walking. All clothing is to be worn in a manner which is professional in appearance. Name tags are to be worn and will be provided by the employer.

Fridays are designated as casual dress day. The regular dress guidelines are in effect with the exception of the option to wear jeans. Jeans and footwear are to be well maintained and clean.

While we trust each employee's common sense and good judgment, a dress standard must be followed that is appropriate to the work environment. Appropriate dress is important in promoting a positive image. We want to stress that a casual dress day is a benefit and guidelines must be adhered to.