



CHESTERFIELD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Department: Human Resources
Subject: Workplace Attire Policy – “Dress for Your Day”

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I. INTRODUCTION

The purpose of this policy is to establish flexible and reasonable dress standards for Chesterfield County employees by applying a “Dress for Your Day” philosophy to support a work environment that is comfortable and inclusive for all Chesterfield County employees. Dress for Your Day (DFYD) embodies the basic sentiment that Chesterfield County trusts its employees to know how to exercise good judgment in choosing clothing for the workday, and this policy is intended to reinforce the county’s trust in staff consistent with the county’s values.

DFYD provides employees with the flexibility to choose appropriate and professional work attire based upon the activities of their workday and anticipated meetings with customers, county officials and business partners. Contacts with residents by county employees reflect upon the county’s image, and employees should make every effort to leave a favorable impression by their sincere attitude, neat and professional appearance, and efficient performance of their duties. Customer service remains the top priority, and all employees share in the responsibility to portray a positive image for the county.

II. SCOPE STATEMENT

This policy is intended for non-uniformed employees who work in office settings or work remotely. These dress guidelines do not apply to employees wearing county provided/authorized uniforms, performing manual work, working in the field and those employees in courts or in constitutional offices. Attire for these employees shall be determined by the department director. Employees of constitutional officers and the courts should follow the guidance of their respective leaders.

This policy represents a minimum standard, but departments may adopt additional guidance with review by Human Resources if they wish to establish traditional business dress guidelines.

III. DEFINITIONS

- A. **Attire or Clothing** – Any wearable garment that is visible to others.
- B. **Business Casual** – In general, includes slacks or khakis; dresses or skirts; dress shirts or blouses; open-collar, knit or polo shirts; blazers or sweaters; and loafers or dress shoes that cover all or most of the foot.
- C. **Business Professional or Traditional Business Wear** – In general, this includes a business suit; pant suit; slacks and shirt with tie plus sport coat, sweater or suit as appropriate; dress slacks and blazer; dress and jacket; slacks or skirt with blazer, blouse or sweater or suit as appropriate; and formal dress shoes.
- D. **Casual or Relaxed Dress** – In general, includes dark jeans without holes/rips, sneakers and sandals.
- E. **Chesterfield Team Spirit Days** – Employees are invited and encouraged to wear Chesterfield County gear every Friday to show team spirit and promote employee engagement. The County

Administrator may declare additional team spirit days to recognize accomplishments and/or in honor of special events.

- F. **Dress for Your Day** – Employees choose appropriate and professional work attire based upon their workday and anticipated meetings with customers.
- G. **Good Judgment** – In this policy, good judgment means the clothing is appropriate for the work being performed and represents both the employee and Chesterfield County in a positive manner.

IV. **POLICY AND GENERAL DRESS STANDARDS**

Chesterfield County's Dress for Your Day encourages personal discretion by allowing staff to determine their clothing choices based upon the day-to-day demands of their role and the work that they perform. DFYD work attire is intended to be more casual or relaxed when employees have a workday that does not include meetings with external customers, clients, vendors or the like. The expectation is that employees will wear professional clothing appropriate for the nature of the business and the type of work performed. When involved in meetings with external customers, vendors, clients, outside third parties or the like, employees are expected to wear business attire. Traditional business attire is always acceptable. If in doubt as to what attire is appropriate when meeting with external customers, vendors, clients or outside parties, traditional business attire should be worn.

On occasion, if visitors are expected in a particular department, all staff may be required to forgo Dress for Your Day work attire and will be required to wear business casual or business attire. Departments will announce these days in advance so employees can plan accordingly.

A. **General Dress Standards and Guidelines**

Suitable work attire can range and generally includes Chesterfield Team Spirit Days, casual or relaxed dress, business casual, and business professional or traditional attire. Staff should consider their day's schedule, tasks being performed, the people with whom they'll be interacting, and manager's expectations when determining what to wear for the day. Good judgement should always be applied and used by staff when making decisions on workday attire. Employees will use good judgment when deciding what to wear to work using basic guidelines.

To provide staff guidance, some minimum dress standards or guidelines are outlined below.

1. Attire should be clean, neat and appropriate to the workday.
2. Staff are expected to practice good personal hygiene.
3. Attire should not be offensive or disruptive to others.
4. ID badge must be visible and on the employee at all times.
5. Business professional or traditional attire may be necessary for meetings with customers, non-county staff, Board/Commission meetings or other formal gatherings.
6. Heavily scented lotions, perfumes and colognes should generally be avoided, as some people have scent allergies and sensitivities. Where specific disability accommodations have been put into place, use of such products may be formally restricted.
7. If an employee is not sure if their clothing meets the county's dress standards, they should consult with their manager or HR liaison prior to wearing the questionable attire to work.

B. Inappropriate Work Attire/Appearance

Some examples of inappropriate or unprofessional work attire are listed below. This list is not intended to be exhaustive.

1. Garments that are dirty, wrinkled, ripped or faded.
2. Logos and other wording on clothing must be appropriate for the workplace and not offensive.
3. Sleepwear/loungewear, including slippers.
4. Beachwear, including flip flops.
5. Clothing that is tight or exposes an excessive amount of skin.
6. Shorts, which are generally not appropriate for normal workdays, but may be reasonable for certain tasks, such as outdoor activities and events.
7. Exercise gear is generally not appropriate, but may be worn when participating in wellness, recreational or other outdoor activities. Applying the Dress for Your Day standard, exercise gear would be reasonable attire when providing recreational services or participating in athletic events.
8. Tattoos, body piercings and fantasy hair coloring that are not consistent with a department's customer service expectations, image, or mission, or that pose a safety hazard in the workplace.

V. ADDITIONAL EXPECTATIONS FOR DEPARTMENTS AND MANAGERS

The Dress for Your Day philosophy sets forth the county's baseline expectations for attire during the workday. Managers are expected to monitor and provide guidance on proper attire and are responsible for fairly and consistently administering these guidelines as described in the policy.

- A. Departments may have unique attire expectations or requirements that prompt adoption of additional staff dress guidelines specific to that area. This is permissible with review by Human Resources.
- B. Managers are expected to communicate and enforce any specific attire requirements that go beyond those summarized in this policy to their staff.
- C. Any staff member who is uncertain what attire is suitable for their role, can discuss this topic with their manager or consult with their HR liaison.
- D. Managers who are onboarding new staff should include expectations for dress as one of their onboarding topics.
- E. It should be everyone's goal to avoid ever having to issue discipline based on attire. Managers who have concerns about a staff member's choice in attire should clarify expectations through coaching and conversation.

VI. COMPLIANCE, SAFETY AND DISCIPLINE

- A. As with any policy, compliance by all employees is an expectation. However, departments may develop additional guidelines above and beyond this policy with review by Human Resources.
- B. Although Chesterfield County values individual expression and personal choice, safety is always a priority. Clothing should always be suitable and safe for the work being performed. Staff may not opt out of using/wearing personal protective equipment (PPE) whenever it is required.
- C. If an employee comes to work in inappropriate dress, the employee may be asked to go home, change into appropriate attire and return to work. In this circumstance, the employee will be

required to use their Annual or PTO leave. Multiple violations could result in the employee's DFYD privilege being revoked and the employee being required to wear business attire clothing exclusively.

VII. QUESTIONS

Staff who have questions regarding departmental expectations about attire, this policy, or how either may be enforced in their area, are encouraged to talk to their managers or their HR liaison.

ATTACHMENT A

Examples of Appropriate vs. Inappropriate Attire

The following list contains examples that are not all-inclusive. When in doubt, employees should consult their manager or HR liaison prior to wearing questionable attire to work.

Attire	Appropriate	Inappropriate (Unless Section IV, B, 6&7 Applies)
Pants/Skirts/ Dresses	<ul style="list-style-type: none"> • Dress pants, khakis, corduroys or capris • Suits, dresses, skirts of appropriate length • Jeans (clean and free of rips, tears, fraying; not excessively tight or revealing) 	<ul style="list-style-type: none"> • Sweatpants • Pajamas/loungewear • Exercise apparel or activewear • Beachwear • Shorts • Ripped pants of any kind • Very short skirts • Leggings, unless paired with an appropriate length skirt or dress
Shirts/Tops/ Jackets	<ul style="list-style-type: none"> • Polo collar knit or golf shirts • Button down shirts • Sweaters, long or short sleeve • Short-sleeve blouses or shirts • Turtlenecks • Blazers or sport coats • Jackets 	<ul style="list-style-type: none"> • Shirts with offensive writing or large logos • Pajamas/loungewear • T-shirts or sweatshirts • Beachwear, tank tops • Exercise apparel or activewear • Crop tops, clothing showing midriffs, halter tops
Shoes	<ul style="list-style-type: none"> • Loafers or tie shoes • Dress shoes, pumps (low to high heeled) • Dress sandals with heel strap • Deck shoes, dress boots • Casual, open-back shoes (mules, sling backs) • Athletic or walking shoes 	<ul style="list-style-type: none"> • Flip flops or floppy sandals • Slippers