

Attire and Grooming Policy

Purpose:

The District is located and operates in an area that caters to many visitors and guests from different parts of the country and world. Employees performing their jobs may frequently come into contact with these visitors as well as various clients of the District. The image that you project plays a role in the impression of the District and its staff and can affect the overall experience of visitors to Central Florida.

Therefore, everyone must strive to make positive impressions by maintaining a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. All District staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. It is in both the individual's and the District's best interest to ensure consistent compliance with quality appearance and demeanor standards. We strive to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. Employees may be required to comply with additional department specific requirements.

General Requirements:

Certain employees may be required to meet special dress and grooming standards, such as wearing uniforms or personal protective equipment (PPE) depending on the nature of their job.

At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, employees may be permitted to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear.

Weekly Attire:

Business Casual Attire – Monday to Thursday

Employees shall dress in business casual attire, which could include casual slacks and skirts, collared shirts, blouses, or sweaters. Inappropriate attire includes sportswear, jeans, and unkempt clothing, among other options. Employees must exercise good judgment.

Casual – Fridays

Employees are allowed to be dressed casual on Fridays and/or other days as approved by District Administration. Permissible attire includes, for example, jeans (clean and free of rips, tears or fraying), capris, casual jackets or sweaters, and athletic shoes. Examples of inappropriate clothing are: tops with logos other than the brand logo, beachwear, shorts and crop tops or spaghetti strap shirts. Employees shall exercise good judgment and to maintain a professional image at all times on casual dress days.

Business Attire:

Traditional business attire, including dresses, suits, and pantsuits, is recommended for external meetings with clients or prospects based on the type of audience and meeting. Business professional attire is required at all times during board meetings. Employees shall use discretion on other occasions and are expected to exercise good judgment.

The following specific guidelines apply at all times:

Attire:

- Tight, revealing or otherwise workplace-inappropriate dress is not permitted.
- Attire shall not appear too tight, too baggy, faded or in need of repair. Style, as well as fabric choices (for clothing & footwear), must be consistent with a businesslike atmosphere. Sequined, faded, ill-fitting, revealing or sloppy attire (clothing or footwear) does not meet this requirement. District-wear with a District logo is acceptable to wear at all times. T-shirts and sweatshirts with a hood are impermissible.
- Skirt lengths shall range from three (3) inches above the top of the kneecap to the mid-point of the anklebone. Slits, kick pleats, and buttoned or snapped closures shall not exceed five (5) inches above mid-knee. Capri pants length shall be between the calf and ankle.
- Undergarments may not be visibly exposed. Patterned or colored undergarments that are visible when worn under light-colored clothing are not permitted. Clothing that reveals your back, your chest or your stomach is not appropriate for a place of business.
- Employees are responsible for guaranteeing shoes are kept clean and in good repair

at all times. Conservative athletic shoes are acceptable for uniformed employees or when permitted by your manager. For safety reasons, they must be slip-resistant, rubber-soled shoes.

- Footwear shall be appropriate for a business environment and shall complement the clothing that is worn.
 - Coordinating hosiery is optional.
 - Dress boots, classic pumps (open or closed toe), loafers, sling back styles (open or closed toe) and wedges are all acceptable.
 - Dress sandals with an ankle strap or sling back are permitted.
 - Flip-flops are not permitted.
- Uniforms, where required, shall be worn as directed and shall be changed frequently to maintain a fresh and neat appearance. All uniforms issued by the District to employees are assumed to meet the dress standards. Any specific departmental requirements that supersede these standards shall be followed.

Grooming:

- Due to the nature of our work, local climate and hygiene, regular bathing; frequent hand-washing; clean, neat hair; and the use of an antiperspirants or deodorant is required. For the same reasons, the use of strong, heavy scents and fragrances is not permitted.
- Any material (used as an overlay, insert, etc.) that gives an unnatural appearance to teeth is unacceptable. Orthodontia is acceptable.
- Nails must be clean and trimmed, with their length not to exceed $\frac{1}{4}$ " beyond the fingertip. If nail polish is used it must be kept clean, not chipped, shall be uniform in color, and professional.
- Hair length will not be limited, but must allow for proper fit of all required personal protective equipment (PPE). For the purpose of determining proper fit of PPE, the department senior leader and the Internal Risk Manager shall reserve the right of final approval. Hair longer than shoulder length shall be pulled back in a bun, ponytail or other approved method in order to eliminate potential safety concerns while performing safety sensitive job duties requiring PPE. Conservative braided or dreadlock hairstyles without beads or ornamentation shall be permitted. Extreme hairstyles and/or extreme hair ornaments detract from a professional appearance and are unacceptable. If hair color is altered, it must appear natural. Artificial hair that is naturally colored is acceptable.
- Makeup may be used to enhance one's appearance. The products shall be blended to create a natural look. Extremes in color choices or application techniques detract

from a professional appearance and are not acceptable.

- Shaving of the eyebrows is not permitted.
- Visible tattoos are acceptable with some exceptions. Tattoos located on the face, head, neck or hands shall be prohibited. Visible tattoos elsewhere on the body shall be permitted, however they shall not contain offensive language, symbols, or nudity.
- Jewelry may not be worn in any visible piercing(s), other than ear piercing for female employees. Ear piercings are limited to two per ear, and only in the earlobe. Jewelry worn in non-visible piercing(s) that poses a safety risk due to uniform/equipment designs and/or job responsibilities will not be permitted. Spacers or gauges are unacceptable. Necklaces, bracelets, watches and fitness trackers are acceptable. Ankle bracelets are acceptable. Tasteful/conservative rings may be worn, one per hand as appropriate.
- Sunglasses are permitted but shall not be worn indoors or at night; mirrored lenses are unacceptable.

Facial Hair Guidelines:

- Employees are permitted to have a fully grown-in beard, unless otherwise restricted by regulatory codes and standards. Facial hair must be well-groomed and growth may not exceed 2 inches in length. A well-groomed beard has a defined cheek line and neckline, which is trimmed neatly. The neck must be shaven. Shaping to extreme styles or designs is not permitted. A non-shaven, stubble beard is not acceptable. The beard must connect to an appropriately grown mustache.
- Mustaches are permitted, but must be neatly trimmed, never appearing bushy or unkempt. Mustaches must extend to the corners of the mouth, but shall not extend onto or over the upper lip, nor beyond or below the corners of the mouth.
- Goatees (or circle beards) are permitted unless otherwise restricted by regulatory codes and standards. Growth must be kept at one-fourth (1/4) of an inch. A goatee shall be fully grown-in under the bottom lip and symmetrical on both sides. Shaping to extreme styles is not permitted. If a goatee is grown, it must connect to an appropriately grown mustache.
- Sideburns must be kept neatly trimmed and the bottom edge may not extend beyond the bottom of the earlobe.
- All facial hair must allow for proper fit of all personal protective equipment (PPE) to include, but not be limited to, respiratory masks such as N95 masks. For the purpose of determining proper fit of PPE, the department senior leader and the Internal Risk Manager shall reserve the right of final approval.

Attire and Grooming Sensitivities:

Do not wear anything that could offend your coworkers or make them feel uncomfortable. That includes clothing with profanity, hate speech, or exclusionary language. Your clothing, while casual, shall show common sense and professionalism. Failure to comply with the District's appearance policy will be addressed by direct Supervision and will not be tolerated.

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

If you experience uncertainty about acceptable attire for work, please ask the HR Department or your department senior leader. Employees who feel they cannot comply with the District's appearance and attire standards shall contact Human Resources to discuss their concerns. Appearance and attire standards exceptions and/or accommodations may be provided as appropriate and in accordance with applicable law.