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### Subject: Dress Code

Department: HR  
Approved By: Steve Williamson

Approved/Amended On: 10/21/2002  
Effective Date: 10/21/2002

This policy/procedure supersedes all other policies/procedures of the same subject.

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#### PURPOSE:

EMSA's goal is to have available to our employees a dress code that is comfortable, yet presents a **professional appearance** to our customers and co-workers.

#### POLICY:

##### General Guidelines

1. Personal hygiene is of primary importance. There is no more essential quality to acceptable dress than personal cleanliness. If the employee intends to let their bare legs, feet or underarms be exposed to the public, they must be clean, neat and properly groomed.
2. All clothing is to be neatly pressed, and fit in such a manner so as not to appear overly tight or loose. Employees will need to be cautious when wearing the new stretch fabrics that tend to cling excessively at times.
3. Clothing that is faded, stained, discolored, torn, patched, ripped, frayed or with missing buttons is not acceptable for office wear.
4. Hair is to be neatly groomed and be a natural hair color [It doesn't have to be your natural hair color. Colors such as blue, pink or green are not appropriate].
5. It is never appropriate to wear clothing that is in any way transparent.
6. All dress will fully cover employee's underwear. Additionally, it is never appropriate to show the midriff.
7. No tattoos or body piercing may be evident on the employee's body except for earrings [no more than two per ear].
8. Shoes must fit, and be appropriate to the clothing being worn. Tennis shoes, athletic shoes, thong shoes, flip flops, canvas shoes, house shoes, lounge shoes, jogging shoes, and Birkenstock/Dr. Martin type shoes are not acceptable for work at any time. Boots must be meant for dress rather than for outdoor use.
9. Spaghetti strapped tops, low cut tops and tube tops are not acceptable for wear in the office at any time.
10. Tie string pants, if worn, must be covered by clothing or a belt.
11. Patch pockets on pants, skirts, skorts and dresses are appropriate only on Friday.

## **Work Day Dress Standards**

### **Women:**

1. EMSA polo or dress shirt or sweater with slacks or skirt or skort in kaki, navy blue, or black.
  - a. Skirts, skorts, dresses and slacks may be cotton, wool or blends. Denim in any color is not acceptable.
  - b. Socks may be worn with slacks but not skirts, skorts or dresses. Hosiery is optional.
  - c. Leggings may not be worn in place of slacks.
  - d. Slacks must come to the ankle.
    - i. Capri pants and shorts are not allowed at any time.
2. Dresses may be worn if EMSA cardigan is available as a cover up.

### **Men:**

1. EMSA polo or dress shirt or sweater with slacks in kaki, navy blue or black.

## **Casual Day Dress Standards**

Business casual dress may be permitted on certain days [usually Friday]. The primary difference between regular work day dress standards and casual day dress is that all employees will be allowed to wear jeans or denim on these days. Employees may also elect to wear pull over the head EMSA tee shirts/sweatshirts on Casual Day if they are in good condition as described in *General Guidelines*, number 2 and 3.