

DRESS CODE AND PERSONAL APPEARANCE

APPEARANCE

Because Manitowoc Public Library is a public service institution, each colleague has some contact with the public. Therefore, it is advisable to exercise common sense and good judgment in your dress and personal grooming. Fashions must occasionally yield to a more conservative or conventional style of dress. If you have any question about appropriate attire, you should consult your supervisor or manager.

If you violate this policy you may be asked to change into appropriate attire, improve your personal grooming, and/or be sent home without pay to change into appropriate clothing. If you continue to violate this policy, you will be subject to disciplinary action up to and including termination.

DRESS CODE

Successful organizations place a strong emphasis on presenting a professional appearance. Our emphasis at Manitowoc Public Library should include both our work environment and our personal grooming and dress. It is important to present a consistent, businesslike image to customers and prospects, business partners, peers, the public and ourselves. In the interest of presenting a professional image, staff are to observe good habits of grooming and personal hygiene. Recognizing that a person's dress promotes a positive company image as well as is a reflection of his/her individual style and respect for self and others, we have established a Dress Code Policy for appropriate and inappropriate attire. Our dress code at Manitowoc Public Library will be Business Casual. Please see Addendum B for further outline of appropriate attire. If you are not sure if an outfit is appropriate, consult your manager.

ADDENDUM B – DRESS CODE POLICY

These charts do not provide a complete list, but a sampling of acceptable and unacceptable attire. Please see your supervisor will any specific questions.

APPROPRIATE ATTIRE

Business Professional

WOMEN	MEN
Dresses of appropriate length	
Skirts of appropriate length	
Suits of appropriate length	
Tailored dress slacks and pants	Tailored dress slacks and pants
Business-like blouses	Dress shirts and ties
Tops with sleeves	Jacket is optional depending upon position
Sweaters	Sweaters
Vests	Vests
Dress shoes or boots in good condition	Dress shoes or boots in good condition

Business Casual

WOMEN	MEN
<i>All of the above plus:</i>	<i>All of the above plus:</i>
Slacks	Slacks
Khakis	Khakis
Dress corduroy pants, jumpers, skirts and dresses	Dress corduroy pants
Polo shirts	Polo shirts
Other collared shirts	Other collared shirts
Clean, neat casual leather shoes	Clean, neat casual leather shoes
Clean, athletic shoes	Clean, athletic shoes
Denim jeans, dresses, skirts or shirts of any color (clean, without holes/tears)	Denim jeans and shirts of any color (clean, without holes/tears)
Sleeveless tops, blouses and dresses (except Spaghetti straps or tank tops unless under a sweater)	Sleeveless tops, blouses and dresses (except Spaghetti straps or tank tops unless under a sweater)

TEAM APPAREL DAYS

Team Apparel Days will be authorized by the Library Director.

WOMEN	MEN
<i>All of the above plus:</i>	<i>All of the above plus:</i>
Jerseys and collared/polo shirts are acceptable.	Jerseys and collared/polo shirts are acceptable.
Team Apparel sweatshirts	Team Apparel sweatshirts

INAPPROPRIATE ATTIRE

Inappropriate attire includes sheer fabrics, leotards or spandex clothing, fashion fads or extremes, or any clothing that is inappropriate in a business environment. The list below provides specific examples:

WOMEN	MEN
Stirrups	Stirrups
Stretch pants or leggings, unless under long shirt or dress	Stretch pants or leggings, unless under long shirt or dress
Sweat pants	Sweat pants
Bib overalls	Bib overalls
Nylon jogging suits	Nylon jogging suits
Flannel shirts or other outer clothing	Flannel shirts or other outer clothing
Shorts	Shorts
Halter tops	
Off-the-shoulder blouses, tops or dresses	
Cotton t-shirts	Cotton t-shirts
Tank tops	Tank tops
Beach sandals, crocs, and flip-flops	Beach sandals, crocs, and flip-flops
Hats	Hats
Capri pants are appropriate only if worn at below knee or longer (excluding denim and cargo styles unless it's a casual day)	

Failure to follow policy may result in discipline up to and including termination.