

## **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. Inappropriate attire may include sheer fabrics, lycra or spandex clothing, fashion fads or extremes, or any clothing that is inappropriate in a business environment. 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 is to observe good habits of grooming and personal hygiene. Recognizing that a person's dress promotes a positive ~~company-Library~~ 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 dress code ~~charts-lists~~ below for further outline of appropriate attire. If you are not sure if an outfit is appropriate, consult your manager.

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

### **APPROPRIATE ATTIRE**

#### ***Business Professional***

- ✓ Dresses/skirts of appropriate length
- ✓ Tailored dress slacks/pants
- ✓ Business-like blouses
- ✓ Tops with sleeves
- ✓ Sweaters
- ✓ Vests
- ✓ Dress/athletic shoes, boots, or fashion sandals in good condition (no beach flip flops or crocs)
- ✓ Khakis
- ✓ Corduroy pants, jumpers, skirts and dresses
- ✓ Polo shirts

**Formatted:** Font: (Default) +Body (Calibri)

**Formatted:** List Paragraph, Bulleted + Level: 1 +  
Aligned at: 0.25" + Indent at: 0.5"

**Formatted:** Font: (Default) +Body (Calibri)

- ✓ Collared shirts
- ✓ Capri pants are appropriate only if worn below knee or longer
- ✓ Denim jeans, capris, dresses, skirts, or shirts of any color (clean, without holes/tears)
- ✓ Sleeveless tops, blouses and dresses (except spaghetti straps or tank tops unless under a sweater)
- ✓ Leggings (worn with long shirt or dress)

---

#### TEAM APPAREL DAYS

You may wear team apparel on the day of your team's games. If the game takes place over the weekend, you may wear your team apparel on the Friday before.

- ✓ Team Apparel jerseys, t-shirts, or collared/polo shirts
- ✓ Team Apparel sweatshirts (hooded, crewneck, zippered)

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, lycra 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)	

Formatted: Space After: 8 pt, Line spacing: Multiple 1.08 li

Formatted: Font: (Default) +Body (Calibri)

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) +Body (Calibri)

Formatted: List Paragraph

Formatted: Font: (Default) +Body (Calibri)

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



