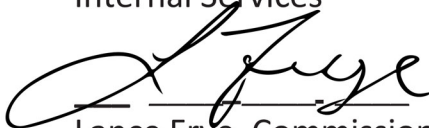


**OKLAHOMA STATE DEPARTMENT OF HEALTH
ADMINISTRATIVE POLICIES AND PROCEDURES**

NUMBER: 6-13
TITLE: Dress for Your Day
RESPONSIBLE SERVICE: Internal Services
APPROVED:  06/08/2021
Lance Frye, Commissioner of Health

Purpose

All Oklahoma State Department of Health (OSDH) employees are empowered to wear clothing that is appropriate for the job and work site. Clothing and appearance should be neat, clean, in good business taste, and shall not constitute a safety hazard. OSDH is a professional organization that interfaces with the community and other state agencies and businesses. As such, employees shall make reasonable efforts to project a professional public image. The following guidelines of work for your day are established to provide direction for employees in order to maintain the professionalism that OSDH advocates.

Dress for your Day

What does “Dress for Your Day” mean? Simply defined, dress appropriately for your day taking into account the people you are meeting with (or may be meeting with at a drop of the hat). For example: If you have a big day, meetings with vendors, legislators or agency leads, you are expected to wear business attire. You might wear something like a dress or a suit, or maybe even dressy jeans and a blazer if appropriate. If your day is more low-key, jeans and a nice polo or a sweater might be the answer. If you are called to the Capitol on a regular basis, maybe have a blazer and tie readily available. If you’d like to continue to dress in business casual or business attire, go right ahead! It’s about dressing appropriately for your day and wearing what makes you confident and comfortable in a good-judgment kind of way.

The list below contains examples of items that are never acceptable while at or representing OSDH:

1. Heavily worn shoes, slippers, flip flops or other floppy sandals;
2. Clothing with a printed message, slogan, picture, or art depicting or promoting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene, disrespectful, and otherwise not reflective of OSDH vision, mission, and values, including political and religious messaging;
3. Shorts, overalls, sweats, workout clothes or jogging suits;
4. Hats or caps, unless medically necessary;
5. Jeans or pants with substantial holes, frays or cuts;
6. Leggings unless worn with an appropriate length dress, skirt or top
7. Halter tops, sheer or revealing clothing (e.g., bare midriffs, short miniskirts, tube tops)
8. Spaghetti-strap tops or dresses unless covered by a jacket or sweater.

An employee unsure of what is appropriate should check with a supervisor, manager, or Human Resources.

On occasion, if visitors are expected, all staff may be required to forgo Dress for your Day and will be required to wear business casual or business attire. These days will be announced in advance so employees can plan accordingly.

Perfumes, cologne, hairspray, and other scented items should be applied sparingly; excessive use can be displeasing and disrespectful, especially to those with allergies.

Employee Responsibilities

Employees shall practice good personal hygiene, select attire that is clean and in good repair, and present a professional image.

Safety

Employees shall not wear clothing that is unsafe. Shoes should be selected for safety and comfort and be otherwise appropriate for a work setting. Accessories such as rings, necklaces, bracelets and earrings shall not be worn if they present a potential safety hazard. OSDH may institute more stringent dress requirements for reasons of safety.

Badges

Employees shall wear their state-issued badge at all times. The badge shall be worn in a manner in which the employee's picture is visible.

OSDH/Supervisor/ Division Directors Responsibilities

Supervisors shall provide guidance as to proper attire and grooming. Supervisors must send an employee who reports to work in violation of the established dress requirement ranging from inappropriate clothing items to offensive perfumes and body odor home with instructions to change into acceptable clothing/hygiene and return to work. The employee will be required to use annual leave or leave without pay for the period absent from work.

If employee's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the employee in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process, if applicable.

Management may make exceptions for special occasions and will work with Human Resources to determine whether attire is unprofessional on a case-by-case basis.

Disciplinary action

Violation of this policy is cause for disciplinary action up to and including termination. Disciplinary action may also include the dress for your day privilege being revoked and the employee being required to wear business casual clothing.

Scheduled Review

Internal Services is responsible for the review of this policy and procedure at least every thirty-six (36) months or if there is a change in state law, administrative rule, or other regulation.

Forms

There are no forms associated with this policy.

Policy and Procedures Review History

The table below identifies the procedure review history regarding the origination date, review date(s) and revision date(s).

Origination Date: March 1979	Review Date(s): June 2001 September 2000 May 1996	Revision Date(s): June 2021 May 2021 August 2016 August 2011 March 2001 April 1992 July 1985
--	---	---