



OKLAHOMA
Office of Management
& Enterprise Services

State of Oklahoma
Office of Management and Enterprise Services
Policies and Procedures

Dress Code

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Approved: Dana Webb, as Designee of OMES Director Steven Harpe	Approval Date: 6/18/2021

Policy

All Office of Management and Enterprise Services employees are expected 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. OMES is a professional organization that interfaces with other state agencies and the business community. As such, employees shall make reasonable efforts to project a professional public image. The following standards of dress code are established to provide direction for employees in order to maintain the professionalism that OMES advocates.

Procedure

Employees shall practice good personal hygiene, select attire that is clean and in good repair, and present a professional image. Management may make exceptions for special occasions, and will work with Human Capital Management to determine whether attire is unprofessional on a case-by-case basis.

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.

OMES may institute more stringent dress requirements for reasons of safety.

Uniforms

Some employees may be required to wear OMES-issued uniforms in the performance of their duties. If uniforms are required, they will be supplied by the agency. These uniforms are to be

worn during regular working hours. Upon separation from the agency, all uniforms are to be returned to the agency.

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.

Exceptions

The maintenance and IT/service staff of our agency that install or do other physical labor shall wear clothing suitable to their jobs and to their work sites. All clothing in these instances must adhere to the casual attire dress code.

An exception may also be granted based upon a medical or health condition. The request must be reviewed and approved by the supervisor and Human Resources.

Dress for Your Day

What does "Dress for Your Day" mean? Simply defined, please 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 might wear something like a dress or a suit, or maybe even dressy jeans and a blazer. If your day is more low-key, jeans and a nice polo or 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 OMES:

- Heavily worn shoes, rubber flip flops or Birkenstock-style sandals.
- Clothing with potentially offensive graphics or words.
- Overalls, sweats, workout clothes or jogging suits.
- Hats or caps, unless medically necessary.
- Jeans or pants with substantial holes, frays or cuts.
- Leggings unless worn with an appropriate length dress, skirt or top.
- Halter tops, sheer or revealing clothing (e.g., bare midriffs, short miniskirts, tube tops).
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater.
- T-shirts.

- Shorts are not acceptable attire under usual circumstances. OMES will make an exception to the prohibition on shorts from Memorial Day to Labor Day. Shorts should adhere to the following guidelines:
 - The hemline must be below the fingertips.
 - Board shorts, athletic shorts, cargo shorts and jean shorts will not be permitted.

An employee unsure of what is appropriate should check with a supervisor, manager or HCM. 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 home with instructions to change into acceptable clothing and return to work. The employee will be required to use annual leave or leave without pay for the period absent from work.