

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services



Department on Disability Services	Policy Number: 2012-02-HCA 02
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Cross References and Related Policies: N/A	
Subject: Dress Code	

1. PURPOSE

It is the objective of this dress code policy to enable our employees to project the professional image that is in keeping with the needs of our clients and consumers. This policy is designed to allow flexibility based on the employee's role and responsibilities within the organization.

While the office setting may be viewed as more casual in today's climate, it is important to always project the image of a knowledgeable public servant for the consumers, vendors, and employees who seek our guidance, input, and government services.

2. APPLICABILITY

This policy applies to Department on Disability Services employees, contractors, interns and volunteers who carry out the goals and objectives of DDS business.

3. AUTHORITY

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*);

4. STANDARDS

Along with the implementation of the Agency's dress code policy the Agency we will be introducing casual Friday's.

Men:

- Dress pants and a dress shirt or sweater
- You must be prepared at all times to meet with a consumer or represent the agency
- For casual Friday's, the addition of dress jeans is acceptable as long as they contribute to the appearance of professional dress.

Women:

- Dress pants/skirt and a dress shirt/sweater or a professional dress
- You should be prepared at all times to meet with a consumer or represent the agency
- For casual Friday's, the addition of dress jeans is acceptable as long as they contribute to the appearance of professional dress.

Business attire should be worn at all meetings including consumer meetings. Clothing should always be clean, pressed, and wrinkle-free. Torn, dirty, or frayed clothing is unacceptable. All clothes should fit properly (neither tight and fitted, nor loose and baggy). Inappropriate attire for any time in the office - includes but is not limited to:

- Ripped, torn, acid washed jeans/denim tops or bottoms, regardless of color
- T-shirts or tank tops
- Any clothing of sweatcloth material
- Spaghetti straps or halter dresses or tops
- Shorts
- Short skirts more than three inches above the knee
- Extremely tight pants, including but not limited to, stretch-pants, leggings, and jeggings
- Flip-flops, athletic shoes (athletic shoes are acceptable when traveling for field work only)
- Hats, caps, or hair wraps (unless for medical, cultural or religious accommodations)

5. DIRECTOR

The Agency Director retains the ability to alter, amend, or change its dress policy at any time and from time to time at its sole and absolute discretion.

6. RESPONSIBILITY

Management has the responsibility to communicate and enforce the dress code policy, within the enclosed guidelines, and in accordance with the consumer and government business needs. Equally important, each employee also has the individual responsibility to make proper decisions regarding his or her personal appearance attire every day.

DDS does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business, genetic information or gender identity and expression.

In accordance with the District of Columbia Human Rights Act of 1977 and the Americans with Disabilities Act of 1990, accommodations will be considered upon request. Appeals based on reasonable accommodations and religious basis will be considered and should be directed to the Human Capital Administrator.

Supervisors are responsible for explaining and enforcing the dress code policy. Employees who report to duty and are non-compliant with the dress standards may be required by their supervisor to return home to change into appropriate clothing. Employees are expected to return to work within four (4) hours of a request, and should report back to the supervisor upon returning to the office. If an employee is required to return home to change, in the first instance employee will be granted time up to four (4) hours annually. Subsequent infraction requiring the employee to return home will result in the employee being placed on leave without pay. Failure to comply with, and repeated violations of this policy will be cause for progressive discipline in accordance with District Personnel Manual, Chapter 16.

If for any reason any employee believes they cannot adhere to the dress code policy, the employee may request a waiver in writing, providing an explanation and documentation for the waiver to their supervisor and the Human Capital Administrator. The response to the waiver will be presented in writing within ten (10) business days. The decision of the Human Capital Administrator regarding the waiver request is final.



Laura L. Nuss, Director



Approval Date

