

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES**



<b>GUIDANCE AND STANDARDS</b>	
Department on Disability Services	Subject: <i>Work Attire</i>
Responsible Program or Office: Department on Disability Services (DDS)	Policy Number: 2016-DDS –HR-POL002
Date of Approval by the Director: August 24, 2016	Number of Pages: 3
Effective Date: August 24, 2016	Expiration Date, if any: N/A
Supersedes Policy Dated: 08.01.2008 (Updated to comply with People First Language Policy) and Policy dated January 29, 2015	
Cross References, Related Policies and Procedures, and Related Documents: DDS Hours of Operations Policy	

**1. PURPOSE**

This purpose of these standards and guidelines, are to assist DDS employees in projecting a positive, professional image that is in keeping with the mission of the agency and the expectations of the people seeking services and other stakeholders. These guidelines are designed to allow flexibility based on the employee’s role and responsibilities within the organization.

**2. APPLICABILITY**

This policy applies to all DDS employees, contractors, interns and volunteers.

**3. AUTHORITY**

The authority for this policy for this policy is established in the DDS 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.); and D.C. Law 2-137, the “Citizens with Intellectual Disabilities Constitutional Rights and Dignity Act of 1978,” effective March 3, 1979 (D.C. Official Code §7-1301.01 et seq.).

#### 4. STANDARDS

- A. Business or business casual is the baseline standard of attire for employees on a daily basis. Business or business casual (including jeans) is acceptable on any days of the week that the employee's activities for the day **do not** include any interactions with the public, the people we serve, other agencies or stakeholders.
- B. When an employee is conducting business with the public, other District agencies, providers, and people supported by or seeking services from the agency; business or business casual clothing (as appropriate) is required, **except jeans** which are **unacceptable** attire for an employee conducting business with anyone outside of the agency – regardless of the day of the week.
- C. Anything less than business attire is only acceptable if the employee works in a manual labor capacity and business dress is not appropriate for the duties OR other specified events as authorized by the agency Director.

Business or business casual attire should be:

- Clean, pressed clothing with a proper fit (neither overly tight nor too loose and baggy).
- Appropriate for an office environment and excludes any clothing designed for beach wear, evening or nightclub wear, gym wear or manual labor.

Examples of business or business casual attire includes but is not limited to:

- Business suit or dress
- Dress slacks, khakis or skirts
- Buttoned down dress shirt
- All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts.
- Blazers, sport coats, sweaters or cardigans, etc.
- Casual slacks, trousers and jeans without holes, frays
- Casual slip-on or tie shoes, dress shoes and sandals, shoes with straps and support shoes

Business or business casual attire does not include:

- Ripped or torn jeans - regardless of color
- jeggings
- Leggings worn as pants
- Tight or short pants or skirts
- Shorts
- Skorts
- Pants worn below the hip or waist line
- T-shirts or tank tops

- Shirts with large images or offensive writing
- Sweat suits
- Spaghetti straps, strapless, backless or halter dresses or tops
- Low-cut blouses or tops showing midriffs
- Flip-flops, floppy sandals and construction or hunting boots.
- Hats or caps except for those used for medical, cultural or religious reasons.

## **5. DIRECTOR'S AUTHORITY**

The Agency Director retains the ability to alter, amend, or change the dress standards at any time.

## **6. MISCELLEANOUS**

Management has the responsibility to communicate and enforce the dress standards as outlined and in accordance with the consumer and government business needs. Each employee has an individual responsibility to make proper decisions regarding his or her personal appearance and attire every day. Managers and supervisors are responsible for explaining and enforcing the dress standards. Failure to comply with, and repeated violations of this policy will be cause for progressive discipline in accordance with District Personnel Manual, Chapter 16.

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 or cultural basis will be considered and should be directed to the Human Capital Administrator.

If, for any reason any employee believes they cannot adhere to the dress standards, 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.

