A. Dress Code Policy

1. It is management’s intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate attire for both administrative and maintenance employees.
2. For administrative and office employees, “business attire” shall be worn during normal business operations and “casual business attire” on Fridays.
	1. Appropriate Business Attire is defined as clothing that is in keeping with accepted standards of professional office attire. For men, long or short sleeve dress shirts or other collared shirt and slacks or dress pants should be worn. For women, dresses, skirts, suits, collared or dress shirt, or slacks should be worn. Corduroy or denim fabrics are not considered appropriate business attire.
	2. Casual Business Attire is defined as clothing that is in keeping with accepted standards of casual business attire. For both men and women, this includes khakis or dockers. Neatly pressed blue jeans and tennis shoes or sandals are only allowed to be worn with PHA approved shirts with PHA logos.
3. Types of clothing that would not be considered appropriate for PHA staff are including but not limited to the following:
4. Plain or pocket T-shirts
5. Cutoffs
6. T-shirts with logos
7. Athletic wear
8. Thongs of any kind
9. Spandex or Lycra such as biker shorts
10. Tank tops, tube tops, halter tops with spaghetti straps
11. Deck shoes or flip-flops
12. Underwear as outerwear
13. Beach wear
14. Midriff length tops
15. Provocative attire
16. Off-the-shoulder tops
17. Workout clothes or shoes
18. Evening wear
19. Sleepwear
20. Other clothing that may be too casual or revealing for a professional office environment as decided by the Executive Director.
21. Employees in the maintenance and inspection areas must wear appropriate clothing that is suited to the job and which provides adequate protection. A uniform is provided for maintenance and inspection staff. Work boots are acceptable. Long hair, jewelry, and any other accoutrements that may be a hazard cannot be worn while on the job.
22. Department managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:
	1. If questionable attire is worn in the office, the respective department supervisor/ manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
	2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
	3. Repeated policy violations will result in disciplinary action, up to and including termination.
23. Employees who need accommodations to the dress code due to medical conditions must provide appropriate medical documentation and get approval from their immediate supervisor.