

AOC DRESS POLICY

Effective June 22, 2009

The AOC prides itself on professionalism, quality and excellence by maintaining a high standard of dress and personal grooming. This standard should be determined by practical common sense and a desire to reflect the agency's professional business image in a favorable light to judges, court personnel, co-workers, other state agency employees and citizens of our state. Our personal pride and departmental pride should guide our choices regarding appropriate attire in the workplace.

In recent years, the common practice in many business establishments is to adopt a more casual and relaxed dress policy. In light of this, the AOC has adopted a "business casual" dress policy. This dress policy offers an alternative to the traditional business attire of dresses, suits, ties and dress shoes.

NOTES:

1. Business attire is required when attending conferences, meetings, seminars, dinners, and other functions where you represent the AOC.
2. Based on special circumstances such as job assignments and/or responsibilities, medical, religious reasons or inclement weather, managers have the authority to grant exceptions to the dress policy. Exceptions to the dress policy must be approved in advance and provided to the Human Resources Manager after review by the employee's manager.
3. At the Director's discretion, employees may be allowed to dress differently for special occasions, such as a day before a holiday, athletic event or moving/clean-up days. On such occasions, employees will be informed of the dress options available for those days.

DEFINITIONS:

Usual and Accepted Business Attire (Monday thru Thursday):

Men: Business suits, sports jackets or blazers; dress slacks; collared dress shirts; ties, dress socks, and dress shoes or dress boots.

Women: Business suits; pantsuits; business dresses; blazers; dress skirts, slacks, blouses and sweaters; and dress shoes, dress boots or dress sandals.

Casual Business Attire (Monday thru Thursday):

Men: Dress or casual slacks, such as khaki type twill trousers; dress shirts or collared woven sport shirts, collared knit polo-style shirts; sweaters; loafers, dress boots or shoes, socks. Shirts must be collared.

Women: Dress slacks or casual slacks, pant length must be at least two inches below the knee; shirts or blouses; dresses or skirts, length must be no shorter than two inches above the knee; sweaters; dressy shoes, loafers, flats, boots, or sandals.

Casual Friday Attire:

Unless you are attending a meeting or function representing the AOC, employees may wear jeans and athletic/tennis shoes on Fridays. Jeans and athletic/tennis shoes must be clean, without holes, fraying or excessive fading or wear. AOC logotype shirts/sweatshirts are acceptable.

GENERAL GROOMING GUIDELINES

- ◆ Clean, pressed, properly fitting attire is required.
- ◆ Hair should be clean, combed and neatly trimmed or arranged.
- ◆ Facial hair should be neatly trimmed.
- ◆ Good personal hygiene must be maintained.
- ◆ Offensive or distracting body art may not be acceptable.
- ◆ All visible body piercing must be confined to the ears.
- ◆ Shirt tails must be tucked in unless they are designed to be worn out (hemmed evenly all the way around).
- ◆ Undergarments should never be visible.
- ◆ Cologne, perfume and aftershave should be subtle. Some individuals have allergic reactions to the chemicals in these products.

INAPPROPRIATE ATTIRE

The following attire is NOT acceptable:

- ◆ Sweat pants, sweat suits, warm-up suits, track suits, overalls, exercise clothing, leggings or stirrup pants
- ◆ City shorts, shorts or skorts (shorts w/flaps in front and/or back)
- ◆ T-shirts for sports use or exercise use; shirts which include slogans, pictures, advertisements, or cartoons; sweatshirts unless they contain an AOC logotype or when designated as appropriate by the director.
- ◆ Form-fitting spandex type clothing
- ◆ Spaghetti-strap tops, tank tops, tube tops, halter-tops (without a jacket) or clothing that exposes the midriff
- ◆ Tight and revealing clothing, low cut, see through or mesh clothing
- ◆ Crocs™ and flip flops (a Y or T-strapped sandal that is flat and backless)
- ◆ Hats worn inside the office

While the list is not inclusive, the guidelines will be updated as needed. If you have a question on whether or not an item of clothing is prohibited, please err in favor of being conservative and assume that it is not acceptable attire.

AOC management staff will enforce the dress policy. If clothing fails to meet these standards, as determined by the employee's manager and the Human Resources Manager, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee will be sent home to change clothes and will be charged annual leave for the time away from the job.