

Morgan Support Services

Dress Code

This Dress Code applies to all MSS employees regardless of job title, job duties*, or gender. The Dress Code is subject to change. Any changes will be presented to employees prior to implementation.

This Dress Code is developed to address safety, function, and appearance. Because of the unique atmosphere of our agency, it is important that staff dress casually so as not to create an unnecessary separation between the people we employ and the people we support. In order to project a professional image to visitors, it is important that we are mindful of the image that our clothing choices project. In order to serve as good role models for the people we support, it is important that we demonstrate respectful, socially acceptable clothing to be worn in a public environment. In addition to the following specifications, employees are expected to wear clothing that is clean, free of odor, and in good repair.

You must wear a mask at all times while working for MSS whether you are in the building, in a person's home, or in the community. The mask must cover your nose and your mouth completely. Administrative staff must wear a mask while in the building or in any setting with other people we support or employ and with community partners when conducting MSS business. This requirement is in effect for all staff until further notice.

Staff are prohibited from wearing clothing, jewelry, other personal items which:

- depict profanity, vulgarity, obscenity, or violence;
- promote use or abuse of tobacco, drugs, or alcohol;
- may create a threat to the health or safety of self or others;
- are associated with intimidation, violence, or violent groups;
- may create a significant risk of disruption to agency operations

The following items are also not permitted:

- clothing worn in such a manner so as to reveal undergarments, cleavage, or bare skin between the upper chest and mid-thigh, including front, back, and sides. Includes trousers, slacks, shorts, or skirts worn below waist level if they reveal skin or undergarments
- open-toed shoes
- bare feet
- bedroom slippers
- shoes with heels over 1" (Exceptions are made for when professional dress is required and at some MSS social activities. Prior approval from the Personnel Director is required.)
- tank tops, spaghetti straps, strapless tops, halter tops, or any shirt that reveals the shoulders or undergarments, including clothing where sections are cut away
- see-through, mesh garments
- clothing that is excessively baggy or tight, including leggings or tights that are not covered by shorts, a skirt, or a dress

- shorts or skirts shorter than mid-thigh
- any other article of appearance that is physically revealing or provocative
- any clothing that inhibits the person's ability to carry out the physical demands of his/her job duties

Employees with clothing requirements dictated by spiritual beliefs and practices that would be in violation with this dress code are required to bring the issue to the attention of the Personnel Director. Reasonable accommodations will be made on a case by case basis.

Staff are advised to avoid making clothing choices for which there is any question regarding compliance with this dress code. Staff may consult the Program Director prior to wearing a preferred item to receive a determination regarding its compliance with this dress code.

Management reserves the right to make individual judgments regarding an employee's presentation if it violates the spirit of the dress code. Violations of the dress code will be addressed by the Program Director in the same manner as are infractions of other rules and policies. The Program Director's determination of compliance is the final word on the subject pending any results to the contrary following investigation of a formal complaint.

*See AFL Training Information for variances as they apply to this policy for AFL providers.