

## Section B: Grooming and Personal Hygiene

- **Hair Care and Accessories** – Hair should be clean, combed, and neatly trimmed or arranged. Hair should be styled in a manner that does not interfere with job performance. Unkept hair is not permissible regardless of length.
- **Body Art** – In order to ensure a professional environment, visible tattoos with the potential to be perceived by anyone as distracting, derogatory, offensive or controversial should be covered at all times. Face and neck tattoos should be covered at all times.
- **Piercings** – Jewelry and piercings should be kept to a minimum and should not hinder or interfere with job performance. Large hoop earrings that are more than two (2) inches are not allowed. Nose rings are permissible if they are small in size, circular hoops and do not cause distraction in the workplace. Management should contact the County Clerk before directing an employee to remove a piercing.

**NOTE: The cost of any covering or removal of body art, tattoos, or body piercings is the responsibility of the employee.**

- **Personal Hygiene** – Fragrances such as perfume, cologne, and after-shave should not be excessive or offensive to others. Makeup can be used for enhancing one's appearance. Extreme colors that could detract from a professional image are not acceptable.
- **Reasonable Accommodation for Religious Practices** – Hairstyles, clothing, body art, piercings and/or accessories associated with religious practices will be given appropriate consideration for reasonable accommodation based on the nature of the job and supporting documentation. Employees should consult with their designated Human Resources Representative for reasonable accommodation for religious practices.

## Section C: Policy Adherence

1. Employees can be required by any member of management to change inappropriate clothes or be instructed not to wear the same or similar attire in the future. Should it be necessary for the employee to return home to change attire, the employee will be required to use annual leave, compensatory time, personal leave or leave without pay during the period of absence.
2. Ensuring consistent administration of the guidelines of this policy is the responsibility of all levels of management. Decisions regarding the appropriateness of attire and the procedures to be followed will be made on a case-by-case basis by management and the designated County Manager. Factors to be considered include, but are not limited to:
  1. Client or customer proximity.