

Manual of Administration

TOPIC: Administration	SUBJECT: Dress/Appearance Guidelines	Code: AD035
		Date of Issue: November 1995
		Revised: December 2014
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PURPOSE: To clarify dress guidelines for all management, office personnel, and support staff. It is imperative that all staff reflect Avenue II in a positive, professional manner by adhering to the following guidelines. This image is reflected to the individuals, their families and significant others who visit them at home and in our office, and to the professionals from other agencies with whom we come into contact, as well as the general public.

BASIC GUIDELINES:

1. **Clothing** must be appropriate to the support situation and work assignment. All clothes should be in good repair and clean.
2. **Walking shorts** (leg length - mid thigh) are acceptable for work. Shorter shorts may be worn while exercising but should be changed before leaving the exercise location. Skirts must be appropriate to the support situation. It is recommended that they never be shorter than mid thigh.
3. **Sweat pants** are not appropriate when supporting at a business. Under no circumstances should **sweat pants** be worn to meetings where staff are representing Avenue II.
4. **Tee shirts and tank tops** should be clean and in good repair without offensive language or symbols on them. Discretion should be used when wearing as they should allow for appropriate movement during support and keep the support staff appropriately covered.
5. **Footwear** that is worn while supporting an individual must have a closed toe and back. Indoor shoes are required when working in a person's home. Support staff working in the office must have appropriate footwear for supporting with them and available at all times in the event that they are requested to support an individual. Non-slip shoes are required when supporting on pool decks.

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6. **Hats** are to be removed at meetings or when supporting in businesses and should be clean and not have offensive language or symbols on them.
7. Avenue II has designated Fridays as “dress down” days. Casual clothes/jeans that are appropriate for business may be worn unless attending a meeting representing Avenue II.
8. Staff supporting an individual at their place of employment or to volunteer must adhere to the dress code of the business at all times.