



BOBBY JINDAL  
GOVERNOR

State of Louisiana  
Governor's Office of Homeland Security  
and  
Emergency Preparedness

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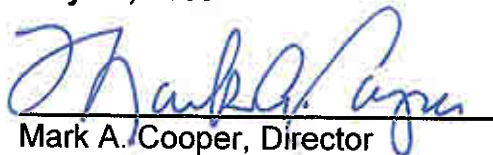
**Dress Code Policy**  
**Policy Number: HR - 0005**

**Issue Date:** June 26, 2009

**Effective Date:** July 27, 2009

**Revised Date:**

**Approval:**

  
Mark A. Cooper, Director

## I. POLICY

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) that employee attire during work hours and work-related activities shall be appropriate to the duties and function of the position, to the safety of the employee and other individuals, and to portray a professional image. The personal appearance, grooming, and personal hygiene of employees contribute significantly toward the public impression of GOHSEP. Employees are expected to present a neat and professional appearance at all times. While the decision on dress is a personal choice by the employee, the employee's supervisor will make the final decision whether the dress is appropriate for the work environment.

Furthermore, because of working in close proximity to co-workers, employees must also be considerate of their co-workers when applying perfumes, colognes, and after-shave lotions within the workplace.

## II. PURPOSE

The purpose of this policy is to set forth guidelines addressing employee work apparel, grooming, and personal hygiene.

## III. APPLICABILITY

This policy shall apply to all employees of GOHSEP.

#### **IV. PROCEDURE**

A. The GOHSEP dress code policy is necessary to promote and maintain the professional nature of this agency to customers and the general public alike. This policy utilizes the concept of business casual dress. While casual dress is acceptable, GOHSEP recognizes that not all casual clothing is acceptable in the workplace.

B. The GOHSEP dress code policy:

- Defines normal work activities, work settings and safety issues.
- Lists specific examples of acceptable and unacceptable attire.
- Addresses the use of perfumes, colognes and lotions.
- Explains the consequences for policy violation.
- Defines approved GOHSEP shirts as either navy blue or white and embroidered with the Agency Logo on the upper left hand chest area of the shirt. Yellow Agency Logo shirts may be worn until the shirts are no longer of a professional appearance.
- Defines acceptable workplace business casual or professional dress attire and defines its applicability for workdays Monday through Thursday.
- Defines acceptable workplace casual dress attire and defines its applicability for workday of Friday or other designated casual dress days.

C. Acceptable business casual/professional dress examples include:

- Dress slacks, suits, pantsuits, and dress capri pants. Capri pants shall be 1-3 inches above the ankle.
- Dresses and skirts.
- Dress shirts, collared or golf style shirts, blouses and styled shirts, sweaters, turtlenecks.
- Business suits, jackets and ties.

- Unacceptable attire during business casual or professional dress days are listed in Section F.

D. Representing the Agency at public meetings, meetings with elected and government officials and general public gatherings.

- Male Employees: Business suits or sports coats worn with dress shirts and tie.
- Female Employees: Business suits, dresses, dress blouses, dress pants, or skirts.
- Male and Female Employees may wear the following as an alternative to the above:
  - Dress shirts, blouses or golf style shirts bearing the official GOHSEP logo and worn with dress slacks.
- Unacceptable employee attire while representing the Agency during a public meeting is included in Section F.

E. Casual Dress

- On Friday Casual Dress Days or other specified casual dress days, employees will be allowed to wear the following when not meeting with the public or representing the agency at a public meeting as defined in Section IV-D:
  - Jeans appropriate for the workplace. (Jeans with frays, tears, or tight fitting are considered prohibited attire.)
  - Cargo pants of a professional appearance.
  - Golf style shirts and other casual dress not specifically defined in Section IV., F of this Policy.
  - Tennis shoes and other casual footwear will be allowed, provided that it is not listed as prohibited item in Section IV., F of this Policy.

F. Examples of prohibited employee attire include:

- Clothing with holes, frayed or torn material.

- Flip flops, thongs, and house slippers.
- Clothing that reveals the back, chest, shoulders, stomach, undergarments or visible cleavage.
- Visible body piercings other than ears.
- Clothing with advertisements, large logos; or profane, inappropriate or offensive language or slogans.
- Shorts, sweatshirts, sweatpants, wind suits, scrubs or overalls.
- Very short dresses or skirts.
- Tops with spaghetti straps, tank tops, midriff tops, halter tops, tops with bare shoulders, or t-shirts unless covered by other clothing.
- Baseball caps, hats or other articles covering the head inside of the building.

G. Section Chiefs may approve exceptions to the GOHSEP dress code for:

- Temporary assignments (require an authorized exception of dress code.)
- Work requiring physical labor or safety considerations.
- Other considerations.

H. During activations of the State Emergency Operations Center the following types of clothing will be permissible:

- Approved GOHSEP shirt embroidered with the Agency Logo on the upper left hand chest area of the shirt.
- Blue Jeans.
- Cargo Pants of a professional appearance.
- Tennis shoes.
- GOHSEP Baseball Caps.
- Business casual or professional dress attire.

- I. Due to the close proximity of most work areas, employees shall employ restraint when applying perfumes, colognes, after-shave and lotions.

## **V. RESPONSIBILITY**

### **A. Assistant Deputy Directors/Deputy Directors are responsible for:**

- Holding the Section Chiefs accountable to ensure all aspects of policy adherence.
- Approving limited exceptions to this policy.

### **B. Section Chiefs are responsible to:**

- Ensuring all section employees adhere to the dress code policy.
- Ensuring each employee under his/her supervision:
- Reviewing and remains familiar with the agency dress code policy and any applicable revisions.
- Understanding policy terms and requirements to abide by the policy as a condition of employment.
- Understanding the consequences of policy violation.

### **C. Supervisors are responsible for:**

- Ensuring employee compliance with this policy.

### **D. Employees are responsible for:**

- Reporting to work dressed in accordance with this policy.
- Demonstrating consideration of co-workers when applying colognes, perfumes and lotions.
- Maintaining acceptable personal hygiene practices.
- Submitting any grievance or complaint to the appropriate supervisor.

## **VI. EXCEPTIONS**

Exceptions other than those outlined in Section F of this policy must be presented to the Deputy Director by the Assistant Deputy Director. Compelling justification for the requested exception must be included as part of the request.

## **VII. QUESTIONS**

Questions shall be directed to your immediate supervisor.

## **VIII. VIOLATIONS**

Employees who violate this policy may be subject to enforced leave or leave without pay for the purpose of obtaining appropriate apparel; and/or if appropriate, disciplinary action.