

CITY OF PORTSMOUTH
ADMINISTRATIVE POLICY

#38 Dress Code Policy

(April 8, 2021, Updated)

- I. PURPOSE:** The purpose of this policy is to establish appropriate standards of work attire for employees during regular work hours and on designated casual days.

The term “employees” refers to all full-time, part-time, temporary, seasonal, grant employees, and interns/volunteers. The terms “dress” and “attire” refer to items worn as well as overall appearance.

- II. POLICY:** Appropriate work attire should promote modesty, health, safety, and the avoidance of distraction. As representatives of the City of Portsmouth, it is our responsibility to demonstrate a positive image of professionalism, integrity, and respect through our appearance as well as quality of service. Listed below is a general overview of acceptable professional dress for regular work hours. This list is not comprehensive, nor does it apply to employees who wear uniforms or employees whose job duties are inconsistent with the content of this policy. Those employees are to follow uniform standards for their department. The City of Portsmouth recognizes appropriate work attire may vary among departments, job positions, and nature of work performed. Each Department Head shall be responsible for determining the appropriate dress standards for his/her department and educating employees as to those standards. This regulation should, however, serve as a general guideline for employees to make dress choices that are consistent with the City’s professional business image.

III. PROCEDURE:

A. General Guidelines

The City of Portsmouth wishes to provide a work environment that is free of safety hazards, offensive behavior, and harassment of any kind. Therefore, the following general guidelines should be followed.

1. Clothing should be worn to fit in such a manner that it does not expose the abdomen, chest, or buttocks area.
2. Clothing should be free of sexually related references and should not promote the use of illegal drugs.
3. Clothing should be free of political affiliations or statements with no inappropriate graphics or language.
4. Jewelry, (including body piercings), and tattoos should not pose a conflict with the job or work environment, which includes, but is not limited to safety of self or others, perceived offense on the basis of race, sex, religion, etc., customers’ complaints.
5. Shoes must always be worn.
6. Sexually provocative clothing is prohibited.