

Dress Code Policy – Policy # 08 – 01

Adoption Date: April 1, 2008 **Revision Date(s):**

Purpose: To outline appropriate appearance and dress expectations for employees.

Policy:

All Town of Rockport office staff is asked to maintain appropriate appearance and dress, consistent with the profession we represent. Avoid extremes of clothing and grooming on the job. An employee's appearance and dress have a direct effect on the public's perception of Rockport municipal government as a professional customer-oriented service provider.

ACCEPTABLE styles of dress may include but are not limited to:

- Business Suits
- Slacks, pant suits
- Skirts or dresses
- Chino's, Khaki's or Dockers
- Jackets, Sweaters, Collared shirts, Blouses, Jerseys

NOT ACCEPTABLE styles of dress are as follows:

- Blue Jeans (except during severe storms or on Fridays)
- Visible body-piercing jewelry (not including earrings)
- Shorts
- Running or jogging suits
- Novelty T-shirts or tank tops
- Halter tops, strapless dresses or abbreviated shirts
- Sweatshirts (except during storms)
- Flip-flops or Heels over three inches in height

