

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Appropriate Dress & Grooming	Policy Number HR 0015
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: January 1, 2014

INTRODUCTION

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and positively affect the Roman Catholic Diocese of Burlington's mission presented to employees and visitors alike.

POLICY

All employees are expected to present a clean, neat, and professional appearance. Employees' should dress and groom according to the requirements of their position. The Office of the Moderator of the Curia in conjunction with the Office of Human Resources is responsible for establishing a reasonable dress code appropriate to the job the employee performs.

PROCEDURE

1. The Department Heads will ensure all employees are dressed appropriately.
2. The Employee will ensure:
 - Shoes provide safe, secure footing, and offer protection against hazards.
 - Body odor and personal hygiene are under control, offensive body odor and poor personal hygiene is never professionally acceptable.
 - Perfume, cologne, and aftershave lotion will be used moderately, as some individuals may be sensitive to strong fragrances.
 - Jewelry will not be functionally restrictive, dangerous to job performance, or excessive.
 - All clothing should be clean and neat.
 - Body piercings and tattoos cannot be noticeable; therefore, they must be covered up.
3. All employees will abide by the guidelines set forth. Any violations of this policy could result in disciplinary action up to and including termination.

** This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*