



## **Dress Code Policy**

Effective July 18, 2022

### **Objective**

Philadelphia Housing Development Corporation (“PHDC”) is committed to maintaining a professional environment. To that end, PHDC expects employees to dress appropriately wearing business and/or “business casual” attire. Because our work involves frequent visits from clients, visitors, and the public, professional attire is essential. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of the public we serve.

### **Procedures**

All PHDC employees are expected to present a professional image to clients, visitors, and the public. Acceptable personal appearance is an ongoing requirement of employment at PHDC. Employees who do not meet these standards may be asked to leave the premises and may be subject to further disciplinary action.

### **Specific requirements**

All employees should be neat and well-groomed and wear clothing that is considered appropriate attire. Recreational clothing or clothing that is tight, short and/or revealing is not consistent with the professional image that we want to project. Employees are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and your professional image to the public should be the factors that are used to ensure that you are dressing in attire that is appropriate. Generally, an employee unsure of what is appropriate should either not wear the clothing or should speak to their director or Human Resources before wearing it.

***Neat and Well-Groomed*** - Employees should always appear neat and professional. Employees are expected to ensure that their clothing is clean, ironed, and not torn, ripped, frayed, or stained.

***Business and/or “Business Casual” Attire*** - Business casual attire is broadly defined as a code of dress that blends traditional business attire with a more relaxed style that’s still professional and appropriate for an office environment.

Employees should use common sense and good judgment in determining what to wear to work. Attire that is appropriate for work includes:

- Slacks, khakis or corduroys
- Jeans (clean and free of rips, tears and fraying; may not be excessively tight or revealing)
- Capri pants
- Suits
- Dresses or skirts of an appropriate length
- Button-down, polo collar or golf shirts

- Blouses or shirts
- Turtlenecks
- Sweaters
- Blazers, jackets, sport coats or cardigans
- Dress shoes
- Boat or deck shoes, moccasins
- Sandals
- Boots
- Casual/fashion sneakers

***Prohibited Attire*** - Some attire is unacceptable for work at any time. The following list provides some examples:

- Shorts or cut-offs
- Leggings
- Low-rise or hip hugger jeans
- Sweatpants
- Sweat or jogging suits
- Miniskirts or mini dresses
- Tank tops, off the shoulder tops, crop tops, tube tops, halter tops, or shirts with spaghetti straps (unless paired with a blazer, jacket, sport coat, or cardigan)
- T-shirts or sweatshirts with phrases, words, statements, pictures, cartoons, or drawings that are degrading, confrontational, slanderous, insulting or provocative
- Flip-flops
- Athletic/active sneakers
- Athletic/active wear
- Beach wear
- Clothing that reveals the employee's underwear
- Any clothing that reveals the employee's stomach, full back, excessive cleavage or chest, or otherwise revealing attire

### **Exceptions**

In special circumstances, such as during unusually hot or cold weather, during special occasions, or on Fridays, staff members may be permitted to dress in a more casual fashion than is normally required including bargaining union employees wearing their union attire and sneakers. On these occasions, staff members are still expected to present a neat and well-groomed appearance and should not look sloppy or unprofessional. Likewise, tight, short, torn, revealing or otherwise workplace-inappropriate attire is never permitted.

***Job Specific Concerns*** - This dress code policy is a general guideline, but employees should take into consideration any job specific concerns or requirements.

Field staff and Maintenance Shop staff shall wear clothing suitable to their jobs and their worksite. For purposes of safety, appropriate footwear, preferably work boots should be always worn.

***Reasonable accommodation of religious beliefs or disability*** - PHDC recognizes the importance of religious beliefs and disabilities to persons within its workforce. Every effort will be made to reasonably accommodate an employee with religious beliefs or a disability that may make it difficult for that employee to comply fully with the dress code policy unless the accommodation creates an undue hardship. Those requesting a workplace attire accommodation based on religious beliefs or a disability should do so by contacting the Human Resources Department.

### **Policy Violations**

Violations of this policy will be subject to the following discipline:

1. First occurrence – Verbal warning - Employee will be advised that the attire is inappropriate for the workplace setting. Unless the attire is outrageous, the employee will be allowed to work the rest of the shift.
2. Second occurrence – Written warning - Employee will be required to leave work and change to acceptable attire before returning to work.
3. Third occurrence – One day suspension without pay - Employee will be required to leave work and change to acceptable attire before returning to work.
4. Fourth and subsequent occurrences - Employee will be required to leave work and change to acceptable attire before returning to work and will be subject to further discipline, up to and including termination.

*Nonexempt employees will be required to use annual leave, compensatory leave, or leave without pay for the period absent from work.*

The rules set forth in this policy are subject to change at any time and at the sole discretion of PHDC.

## ACKNOWLEDGEMENT OF RECEIPT OF DRESS CODE POLICY

You are required to read the Dress Code Policy as soon as possible.

You must sign and return this acknowledgement within five business days to the Human Resources Department, and it will be placed in your personnel file.

I have read and understand the Dress Code Policy, and I understand that it is PHDC's policy that employees are expected to dress appropriately in business and/or "business casual" attire. I understand that if I have questions, at any time about the dress code policy, I will consult my Director or the Human Resources Department.

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Employee's Signature

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Job Title

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Date

**HUMAN RESOURCES ORIGINAL  
(To be included in Personnel file)**