



## TOWN OF BLACKSTONE

### Dress Code Policy

---

#### **PURPOSE:**

The purpose of this Dress Code Policy is to provide guidelines for Town of Blackstone employees and management as to what does and does not constitute appropriate professional attire so that Town employees project a professional image for residents, co-workers, and the community and to foster a cooperative, productive and inclusive atmosphere in the workplace. This Policy does not contain an all-inclusive list of what is and is not acceptable; instead, it provides examples of acceptable and unacceptable attire. This policy is to be followed by all non-uniform employees of the Town during their work hours or while otherwise representing the Town.

#### **POLICY:**

In all cases, and at all times, employees are expected to dress professionally relative to the degree of public contact, nature of work, and required safety protocols. Under all circumstances, the Town expects employees to project a positive, professional image. Clothing must be clean, in good repair, neat, and suitable for their job. While each employee is responsible for utilizing these guidelines to decide what is appropriate for work and, equally important, what clothing is not appropriate for the workplace, Department Heads and the Town Administrator reserve the right to determine the appropriateness of any disputed attire.

#### **APPLICABILITY:**

All Town of Blackstone elected or appointed employees are subject to the provisions of this policy. Departments requiring uniforms (Police, Fire, Public Works, Water, & Sewer) will follow department-specific protocols regarding dress code and safety protocols with this Policy as reference.

#### **NONDISCRIMINATION AND REQUESTS FOR REASONABLE ACCOMMODATION**

This dress code may not be applied so as to discriminate on the basis of race, gender, religion, national origin, disability, or other protected class under federal, state, or local law, and shall not be applied in contravention of the so-called "CROWN Act" or other antidiscrimination laws.

Any employee that requires a reasonable accommodation or exception to this policy based on religion, disability, or other grounds protected by federal, state, or local law should contact the Town Administrator. A reasonable accommodation will be granted unless it would cause undue hardship for the Town. The Town prohibits discrimination, reprisal, intimidation, or retaliation for requesting a reasonable accommodation on grounds protected by law.



## TOWN OF BLACKSTONE

### Dress Code Policy

---

Examples below are representative, not all-inclusive, of what the Town of Blackstone determines to be acceptable versus unacceptable attire for Administrative & Office Employees.

**1) Acceptable Attire - Business Casual:**

- a. Dress shirts with collars, blouses, suits, blazers or sport coats, golf, and polo shirts.
- b. Sweaters and casual blouses/shirts.
- c. Dresses or skirts w/hemline at or below the knee, suits, etc.
- d. Dress slacks, chino-style pants, loose-fitting knit pants, cotton khaki-type slacks, culottes, casual slacks, and trousers.
- e. Town of Blackstone supplied attire, including polo-style shirts, jackets, and vests.
- f. Footwear shall be in good repair. Casual slip-ons, tie shoes, or dress sandals are acceptable. Sneakers or boots may be worn as necessary for the task. Closed-toe and closed-heel footwear may be required in certain areas as a safety precaution.

**2) Department Specific (with Town Administrator Approval)**

- a. Sweatshirts and T-shirts may be approved in advance for specific events.
- b. Knee-length shorts (department-specific)
- c. Certain positions may require safety shoes to avoid injury.

**3) Casual Dress Code (Fridays only)**

- a. Jeans

**4) Unacceptable Attire:**

- a. Spandex tops, muscle shirts, camouflage, halter/tube tops, t-shirts, low-cut tops, sheer/see-through fabrics, and crop tops.
- b. Clothing with slogans, profanity, and pictures; clothing identifying political issues, alcohol, tobacco, drugs, logos, or cartoons with offensive, harassing, or discriminatory language or symbols.
- c. Logos on clothing exceeding a 2" diameter, except Town of Blackstone-related logos.
- d. Mini skirts (skirts and dresses should be, at most, 2" above the knee) and slits should not go above the knee.
- e. "Short" shorts (Shorts should be at most 2" above the knee).
- f. Camouflage pants, sweatpants, multi-pocketed pants (i.e., non-departmental cargo or carpenter/ painter-style pants), jogging suits, workout/gym clothing, leggings, spandex bottoms, or other form-fitting pants, or jeans of any color (except as permitted on Fridays).
- g. Flip-flops, slippers.
- h. No baseball caps Frayed, ripped, unclean, unkempt, or improperly fitting clothing or clothing that is noticeably worn or tattered (including ripped jeans).

### NON-COMPLIANCE

If an employee reports to work in attire that does not comply with this policy, the employee's supervisor shall ask the employee not to wear the inappropriate item to work again. If a second violation occurs, the employee shall be asked to go home and change, utilizing accrued annual leave. For subsequent violations, the employee shall be subject to disciplinary actions pursuant to the Town's personnel policies.