CITY OF GULFPORT
Dress & Appearance Policy
Supersedes 13.04 in the Employee Handbook
Dated August 29th, 2016

Section 13.04 Employee Appearance and Dress *(Amended October 13th, 2023)*

It is the policy of the City of Gulfport to promote and project a professional image to ourselves and the community. The purpose of this policy is to establish guidelines for appropriate dress and grooming to preserve the City's public image and maintain good job safety and health conditions. It is not the intention of this policy to infringe upon the personal rights of employees, but merely to put forth legitimate business needs for requiring appropriate dress and grooming.

The City's community image is heavily affected by the impressions people obtain from their contacts with our employees. It is essential, therefore, that all employees not only be efficient in their work and courteous in their manner but also neat and businesslike in their mode of dress and personal grooming. Employees are expected to demonstrate good judgment in grooming and dress so that personal appearance reflects well on both the employee and the City.

The following are general guidelines that will apply to all male and female employees:

Clothing must be clean and in good repair,

Clothing must be modest, fit properly, and may not reveal undergarments,

Clothing must be free from offensive writing, decals, and pictures,

Clothing and accessories must not interfere with work duties,

Clothing and accessories must comply with safety standards,

Clothing, makeup, hairstyles, and accessories must be conservative,

- Perfume/cologne, may be used in moderation,
- Hair must be clean, groomed, and of a color that could be natural,
- Facial hair must be clean and neatly trimmed, and
- Daily showers or baths, regular brushing of teeth, shaving, use of deodorants, and other sensible hygienic practices should be a part of each employee's health routine.

Footwear should be comfortable, appropriate for the job, clean, polished, and in good condition, and

Medical alert bracelets and necklaces are acceptable, and are to be displayed appropriately.

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Standard of Dress

The City recognizes that personal taste and style trends may vary and that this dress standard is not meant to infringe on personal expression. Different work activities dictate different types of dress requirements; including departments requiring employees to wear standardized uniforms/apparel. Therefore, a minimum standard of dress was developed based on the type of work an employee performs. The standard of dress is broken down into three categories: business, business casual, and casual. This section is not all-inclusive; it is meant as a guideline only.

The first chart lists some work activities and examples with the minimum dress standards for each activity. The second chart lists examples for each of the three types of dress standards we have identified (Business, Business Casual, and Casual). The third chart includes a list of unacceptable clothing at any time.

Employee's Responsibility

When in doubt about the appropriateness of attire for a work situation, employees are to ask their immediate supervisor prior to wearing it. If the immediate supervisor has doubt, she/he may refer the matter to the Department Director/Manager or Elected Official, who may refer the matter to Human Resources. The intent is consistent City-wide enforcement of this policy.
Employees who fail to abide by this policy may be sent home to change clothes and/or disciplined according to the City's progressive discipline policy. Exceptions may be made for religious or medical reasons with sufficient documentation.

When you are:	For example:	The minimum dress standard is:
Attending Professional Meetings and Functions	Official media contact, external meeting and other professional or community meeting Participation, that is in direct contact with the public and in a business setting.	Business
Performing General Office duties in an Office setting	Routine indoor office duties, internal business meetings, Council meetings, greeting the public, typing, reception, interviewing, filing, data entry, phone calls, etc.	Business Casual
Performing Field/Maintenance Functions	Routine outdoor duties, field inspections, building maintenance, moving furniture, repairing equipment, files, cleaning out storage areas, etc.	Casual

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Examples of Dress Standards

Acceptable	Unacceptable
Business • Suits, Sports Coat, Blazers with Coordinating Bottoms (in this list) Tailored Dress Slacks • Dress Shirts (such as button-down shirts, turtlenecks) • Ties • Blouses, Tailored Sweaters, and Shells (for women) • Skirts (for women) • Dress shoes, boots • Public Safety Class A Uniforms	**Business** • Anything listed under Business Casual Anything listed under Casual • Anything listed under Unacceptable at anytime • Sleeveless tops without a jacket • Visible tattoos or facial piercing (excluding ears)
Business Casual • Chinos, Dockers, Cotton Slacks, Khaki Pants, • Dress Capri Pants (for women, mid-calf length, not jean material) • Skirts, (no more than 2" above the knee, slit not to exceed mid-thigh) (for women) • Blouses, Casual button-down shirts, polo shirts with collars, sweaters, cardigans • Jackets (No Hoodies, Jackets may be zip up or button up. Jackets may have a hood, but hood not worn in the office setting) • Dresses • Sandals • Department uniform	**Business Casual** • Anything listed under Casual • Anything listed under Unacceptable at anytime • Decorated/Lighted Sneakers • Facial piercing (excluding ears, and 1 small nose stud 1mm-2mm in size) • Baseball caps, hats, sunglasses (except while performing functions in a community setting and/or outdoor field or maintenance functions during inclement weather, extreme heat or cold temperatures • Visible tattoos above the neck.

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Examples of Dress Standards

Acceptable	Unacceptable
Casual • Department Uniforms • Jeans • Shorts (no more than 2" above the knees) • Sweatshirts • Plain T-shirts (small logos) Shoes/Sneakers	**Casual** • Anything listed under Unacceptable at anytime

Unacceptable Clothing at Anytime

Unacceptable Clothing at Anytime
• Torn clothing of any type • Spandex • Sweatpants/Joggers or Exercise Clothing or Pajamas • Tank/Halter Tops, Muscle Shirts • Spaghetti Straps, Strapless Tops, Sun or Backless Dresses (without jackets or cardigans) • Revealing Slits, Low necklines, Sheer Clothing (revealing undergarments) • Miniskirts • Inappropriate Shoes: House Slippers, Crocs, flip flops (standard flip flops, this does not include sandals) • Shorts more than 2" above the knee • Bare midriffs or cropped shirts • T-Shirts with decals or writing containing vulgar or abusive language, epithet or slurs, graphic material that is offensive, sexually oriented or gender abusive

Existing tattoos that are not extremist, indecent, sexist, or racist are exempt from this policy.

We will try to reasonably accommodate special dress or grooming needs that are the result of religion, ethnicity, race, or disability. You may request accommodation through the Human Resources Manager.

Department policy may supersede this specific policy, with prior approval of the Chief Administrative Officer. Policy must be sent to the Human Resources Office.