

## **Camden County Library District Policy Manual**

### **Section 1. Employees**

#### **Subsection 21. Dress Code**

Public-facing employees are expected at all times to present a professional, business casual image to the public. Employees should not wear suggestive attire, stretch pants, athletic clothing, shorts, t-shirts, baseball hats, and similar items of casual attire that do not present a business casual appearance. Hair should be clean, combed, and neatly trimmed or arranged. At the library director's discretion, employees may be allowed to dress in a more casual fashion than is normally required. On those occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

Maintenance and other personnel whose work include considerable exposure to dirty environments may wear hard labor clothing and/or more informal types of clothing as long as sufficient OSHA safety precautions/rules are met. Shorts may not be worn during landscaping activities. Boots or heavy shoes are required when landscaping, climbing ladders, or other activities where feet need protection. T-shirts may not have indecent language or images on them.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include clocking out and leaving the premises to change into proper attire. Violations of this policy may also result in disciplinary action.