



## **DRESS CODE**

For Full-time and Part-time Employees

### **General Guidelines**

As an organization committed to being the premier leadership development program for girls and young women, it is important that we consistently set an example. Accordingly, we recognize that attire, grooming, and personal cleanliness standards contribute to the overall perception of the council and our mission.

When representing Girl Scouts, you are expected to dress according to the requirements of the council. Workplace attire must be neat, clean and appropriate for the work being performed and the setting in which the work is performed. It is equally important to ensure that your personal hygiene meets that same high standard (e.g. hair is clean and well kept, body is clean and free of odor, etc.). If you use perfume or cologne, use it sparingly to be considerate to others' allergies or sensitivities to such products.

To ensure a consistent application of the Dress Code, supervisors and employees may not set separate workplace attire standards for their department. Any specific questions about the dress code should be discussed with an employee's immediate supervisor.

### **Workplace Attire**

As representatives of the Girl Scouts, your appearance conveys a specific image to others. Staff members are expected to present at all times a professional business image to visitors, volunteers, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the council.

Effective July, 1, 2011, the council will implement a "Casual Friday" program where staff members who are not expecting guests, may chose to dress down using the guidelines below. On any Friday, with notice, staff members can be required to wear business attire for a special event or if guests are expected.

### Dress Code

Appropriate Attire at any time	Inappropriate Attire at any time	Acceptable Attire for Casual Friday
Business style dresses, blouses, sweaters Knee length or full length skirts Official uniform (navy suit)	Spaghetti straps on dresses/ blouses Strapless tops and low cut neck lines Exposed undergarments Bare midriff Mini skirts Sheer clothing without proper coverage Clothing with non Scout logos Sweat shirts and T-Shirts*	Sweat shirts and T shirts in good repair Only Scout Logos permitted on clothing
Dress pants Khaki pants Calf length cropped pants Knee length dress shorts	Jeans (any color or style) Sweat pants or leggings Sport shorts Gym wear/Athletic suits	Jeans but must be clean with no holes or distressed appearance
Dress shoes and sandals	Worn or dirty sneakers, Crocs, flip flops or thongs	Clean sneakers

Tattoos and body piercings must be tasteful and not distracting.

Monday through Friday, Program Leaders, store, seasonal and facility maintenance staff may wear Casual Friday attire when appropriate.

\* T-shirts and sweat shirts – Only Girl Scout insignia or event purpose shirts may be worn when appropriate to the job purpose or on Casual Fridays.

If you have any questions about the appropriateness of a garment, check with your supervisor prior to wearing the attire.