

17.16 Retail Dress Code

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that all members of the retail staff report to work appropriately groomed and attired.

Procedure:

Guideline for Dress:

- Employees must wear dress or “Docker-style” pants when working the sales floor; jeans are not permitted unless authorized by the Director of Retail.
- Senior retail staff (Retail Coordinators and Director of Retail) is required to wear “Business Casual” clothing (see Policy & Procedure 9.12, *Administrative Dress and Personal Appearance* for definition of “Business Casual”) Monday through Friday unless otherwise authorized by the Director of Retail.
- All clothing must be tasteful, clean and present a professional image
- Shorts, skirts and dresses can be no shorter than one (1) inch above the knee
- No ripped, torn or stained clothing and no cut-off garments of any kind
- No revealing, low-cut, sleeveless, or spaghetti-strap tops
- No excessively tight clothing
- No sheer, see-through clothing
- No low-rise slacks, jeans, or pants
- No clothing, including hats, that promote the use of alcohol, cigarettes, drugs, sex, or any illegal activity
- No shoes that are open toe, backless, or have heels higher than two inches
- Hats may be worn only for outdoor tasks such as snow removal or ADC attendance
- No chipped fingernail polish; nails must be clean and filed
- Jewelry cannot be of excessive length or size and must be tasteful

Hygiene and Appearance:

- Hair must be clean, combed and professional in appearance
- Hair dyed in unnatural colors is prohibited
- Flamboyant or distracting hair styles, such as Mohawks, spikes or dreadlocks are not permitted
- No excessive beard or mustache styles (i.e. braided beard hair)
- Ear gages must be closed with flesh-colored plugs
- Jewelry worn in pierced body parts (e.g. tongue, nose, lips, eyebrows, chest, back, belly etc.) may not be visible or detectable (tasteful earrings worn in the ears are acceptable)

-
- Tattoos with slogans, graphics, sayings, or offensive wording must be covered (e.g. long sleeves, collars, etc.). The Director of Retail has the authority to require that an employee cover any tattoo(s) or combination of tattoos that could be considered offensive
 - No scents of excessive or offensive nature are permitted
 - Employees must report to work clean and without offensive body odors
 - Daily dental hygiene is expected

Nametags:

- Each retail employee will be issued a nametag to be worn at all times while on duty. Senior Retail staff (Retail Coordinators and Director of Retail) must wear nametags whenever visiting a store.
- Employees are responsible for their nametag
- Employees must notify their supervisor upon the loss of their nametag. A generic name tag will be issued until replacement
- Lost or destroyed nametags will be replaced at employee expense
- Employees reporting without their nametag may be sent home to retrieve it before they are allowed to sign in and, will be considered tardy and insubordinate
- Nametags must be surrendered upon termination of employment

This policy is subject to change by the CEO/President or Director of Retail. Violations of this policy may result in disciplinary action up to and including termination.