

**Policy:**

It is the policy of the County that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation and according to community standards.

**104:1 GENERAL PROVISIONS**

1. Employees are expected at all times to present an image appropriate to the work being performed. Appropriate personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the County.
2. The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.
3. Certain employees may be required to meet special dress, grooming and/or hygiene standards depending on the nature of their job.
4. Any employee who does not meet the standards of this policy will be required to take remedial action to correct the problem, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated. Repeated violations of this policy will be cause for disciplinary action.

**PERSONAL APPEARANCE OF  
EMPLOYEES**

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