

16.11 Participant Dress and Grooming

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to establish standards of dress and grooming for program participants so they may present a positive image in the workplace.

Procedure:

Participants are expected to bathe daily, use deodorant and keep hair neat and clean. Participants may be asked to get a haircut to improve appearance.

Male participants are expected to shave every day. Those who have beards or mustaches are expected to keep them neat and trimmed.

Male and female participants may be asked to remove jewelry items that are considered inappropriate or unsafe for a particular environment, especially earrings.

Graphics are allowed on shirts as long as they are not offensive (i.e. sexual, weapons, profanity, drugs or alcohol-related media).

Tennis/athletic shoes may be worn if laces are kept tied. Shoes must cover the toes, heels, and sides of the foot.

Participants are expected to dress properly for the weather.

Makeup is to be used lightly.

If a participant is unsure of the appropriateness of a clothing item, it must be discussed with their assigned Career Services staff member.

Dress requirements are subject to change depending upon the participant's assigned work area.