

## 7.05 Personal Appearance

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that, during business hours, employees are expected to present a clean, safe and neat appearance and to dress according to the requirements of their positions and work sites.

### Procedure:

Hair is to be neat and clean and beards trimmed. Clothing should be clean, neat and odor free and consistent with safety and health regulations. Any clothing that will interfere with production on the work site is inappropriate.

Clothing that is overly revealing, contains suggestive or offensive language or graphics is strictly prohibited.

The wearing of open-toed shoes in work areas that may pose certain hazards is discouraged. (See Retail Policy Section 17, *Dress Code*.)

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Dress codes may be established on individual contract sites according to the site policy. Consult the supervisor or department director if there are any questions as to what constitutes appropriate attire.

Failure to comply may result in disciplinary action; repeated violations may result in termination.