

EMPLOYEE ATTIRE

1. **PURPOSE:** This policy describes the appropriate attire for Meds by Mail employees, volunteers, and contractors, as well as, procedures for enforcing the policy.
2. **POLICY:** The MbM policy is to maintain a professional atmosphere and appearance by promoting an appropriate look in the attire of its workforce.
3. **RESPONSIBILITY:** The Director, Meds by Mail or designee is responsible for the implementation of this plan and will ensure overall compliance. The MbM supervisors are responsible for providing guidance to employees concerning appropriate dress and ensuring staff compliance. All MbM staff, including contract employees, and volunteers are expected to follow the policy set forth in this standard of procedure.
4. **ACTION:**
 - a. **Division Chiefs and/or Supervisors** will discuss appropriate clothing with their employees. They are also responsible for enforcing this policy within their Division.
 - b. **Employees** are expected to use common sense when dressing for work.
 - (1) Clothing should be neat, clean, and appropriate to a business environment. Therefore, employees should not wear clothing considered by most people to be revealing, clothing with writing or symbols considered to be vulgar or lewd, or clothing that is too casual for an office environment.
 - (2) An employee who reports to work dressed inappropriately as determined by the supervisor, will be required to change into appropriate attire. Any employee required to change his or her clothing may request annual leave for the time it takes to change their clothing. If no leave is requested, he or she will be charged with leave without pay.
 - (3) Examples of apparel deemed inappropriate for wear include, but are not limited to, the following:
 - (a) Cut-offs.
 - (b) Shorts (to include “skorts”, unless they are at or below knee length).
 - (c) Spandex-wear

- (d) Tank tops.
- (e) Torn clothing.
- (f) T-shirts with writing or advertisement that may be considered vulgar or lewd, or that advertise specific political or religious opinions.
- (g) Baseball caps or other hats which are unrelated to specific work-related need or event (such as safety hats or for medical or religious reasons).
- (h) Exposed underwear or underwear worn as outerwear.
- (i) Exercise-wear or lounge-wear.
- (j) Midriff blouses, spaghetti straps, or halter tops.
- (k) Excessively tight fitting and/or see-through clothing when it is inappropriately revealing.

(4) If the employee is Bargaining Unit eligible, he or she will be advised of their right to union representation prior to the notification session. In the rare cases when a union representative is not available:

- (a) Management will send the individual home;
- (b) Advise the employee to contact the Union Steward when the employee returned to work; and
- (c) Leave a written memo for the Union Steward outlining what happened and what steps were taken to obtain a union representative.

5. COORDINATION: AFGE local #1985 and local #1014

6. REFERENCES: Employee Attire, HAC Policy Memorandum HR-03, dated December 30, 2005. There are no regulations or agency policies that cover dress codes. However, the Federal Labor Relations Authority has repeatedly recognized management's right to establish and enforce dress codes if there is a business reason for the restrictions.

7. RECISSION: Employee Attire 700-03 dated November 4, 2008

8. REISSUE DATE: Three years from the date of this plan

**PBM-Meds by Mail
Dublin, Georgia
Cheyenne, Wyoming**

**Meds by Mail SOP 700-03
February 24, 2015**

9. DISTRIBUTION: SharePoint

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700/MbM