



Policy Number: **3.2**  
Policy Title: **Dress Code**  
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Authority:

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## **PURPOSE**

To ensure that Arkansas Department of Finance and Administration (DFA) employees dress in an appropriate manner as outlined in this dress code.

## **APPLICABILITY**

All DFA workers are subject to this provision, including temporary employees.

## **POLICY**

All DFA employees must wear clothing that is appropriate for their job and work site. Clothing and appearance must be neat, clean, in good business taste, and must not constitute a safety hazard. DFA is a professional organization that interfaces with other state agencies, the business community, and the public.

## **DAILY DRESS CODE**

DFA employees must follow a dress code as outlined below. More professional attire will be required when attending high profile meetings, or when making presentations representing DFA. DFA administrators may make exceptions for special occasions and will work with the DFA Human Resources (HR) Office and the DFA Human Resources Administrator who shall have the discretion to determine whether the attire is acceptable on a case-by-case basis.

Examples of acceptable attire include, but are not limited to:

1. Business suits, blouses, shirts, skirts, pants, ties, dresses
2. Shirts with collars
3. Slacks and trousers that are hemmed and in good repair.
4. Sports jackets and blazers
5. Footwear designed for business and comfort purposes, including sneakers.

Examples of unacceptable attire include, but are not limited to:

1. Clothing and footwear with a printed message, slogan, political message, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or a message that is inflammatory, obscene or disrespectful.
2. Flip Flops or thong sandals are defined as a backless shoe, made of rubber or leather, plain or embellished, consisting of a sole held loosely on the foot by a V-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot.
3. Dresses or blouses that are backless, strapless, or have spaghetti straps unless such garments are covered by another article of clothing (e.g., a sweater or jacket)



4. Clothing or footwear that is in disrepair with holes and frays; pants, skirts, or dresses with a length that drags the floor.
5. Tank or muscle tops and crop tops unless such garments are covered by another article of clothing.
6. Sheer or mesh clothing that exposes undergarments or midriffs, or any clothing with exposed undergarments.
7. Offensive tattoos, as defined by a DFA Administrator.
8. Camouflage apparel
9. Miniskirts, defined as four (4) inches above the knee.
10. Hooded sweatshirts
11. Jeans or denim pants of any color, except on Denim Fridays.
12. Shorts of any kind.
13. Any other item of clothing determined to be unacceptable by the DFA Human Resources Administrator.

## **DENIM FRIDAYS**

Employees may wear denim jeans on Fridays, except when Denim Fridays are suspended, when attending high-profile meetings, or when making presentations representing DFA. Denim Friday does not mean that employees may look sloppy or untidy. Denim Fridays are designated at the DFA Secretary's discretion and verified by the Human Resources Administrator.

## **LEGISLATIVE AND OTHER HIGH-PROFILE MEETINGS**

DFA employees attending meetings at the State Capitol, Governor's Office, Legislature or other high profile meetings must follow a "formal business" dress code as outlined below. Men must either wear business suits with neckties or wear sports coats or blazers with neckties, slacks or dress khakis and dress shoes. Women must wear business suits or jackets, sweaters or blouses with either slacks or professional skirts of modest length. Necklines and footwear must be modest and appropriate for business. In keeping with DFA's intention to maintain a dignified business atmosphere, extreme hairstyles and distracting bodily accessories are not permitted at high-profile meetings. Jewelry should be modest and professional. Personal grooming and cleanliness must be maintained to present a clean appearance, with contemporary hairstyles and makeup consistent with the professional business world.

## **SAFETY ISSUES**

Employees must not wear clothing that is unsafe. Shoes must be selected for safety and comfort and be otherwise appropriate for a work setting. Accessories such as rings, necklaces, bracelets, and earrings must not present a potential safety hazard. DFA Administrators may institute more stringent dress requirements for safety reasons.

## **EXCEPTIONS**

The DFA HR Office may permit exceptions to the dress code when an employee has a need for an accommodation based upon a qualified disability or sincerely held religious belief that conflicts with these rules and when no undue hardship for DFA would exist as a result of the exception. However, the request must be reviewed and receive prior written approval by DFA



Human Resources. The maintenance, mail room, and IT/service staff of DFA that install or perform other physical labor, shall wear clothing suitable to their jobs and to their work-site.

## **HATS / HEAD COVERINGS**

Hats are not permitted. Head coverings not worn for medical, cultural background, ethnicity, religion, or any other protected characteristic are prohibited.

## **PERSONAL CLEANLINESS**

DFA employees must practice good personal hygiene and select attire that is clean and in good repair. Hair, including facial hair (beards, mustaches, sideburns), must be well-groomed and clean, while neatly pressed clothing appropriate to the job is to be worn on duty. Hairstyles, clothing, and jewelry are to conform to business and departmental standards. All employees must maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and members of the workforce remain positive and pleasant.

## **PIERCINGS/TATTOOS**

Items such as eyebrow and lip rings or studs are not acceptable and are not to be worn on duty. Nose piercings of no more than 1/16" in diameter are permitted. Ear piercings of more than three (3) per ear are not permitted. Torso body piercings with visible jewelry that can be seen through or under clothing are not to be worn during work hours. All visible tattoos must be in good taste, not depicting logos, slogans, nudity, or violence. DFA Administrators may make discretionary decisions regarding tattoos and may require an employee to cover a tattoo that does not meet these requirements.

## **REVEALING ATTIRE**

Employees must not wear revealing attire, (i.e. low-cut blouses and exposed cleavage, clothing that is too tight, bare midriff blouses, hip-hugger pants, etc.). Tops must be long enough to cover the derrière/backside and midriff when arms are raised above one's head. Athletic clothing, shorts, tank tops, sweatpants, undershirts, hats or logoed t-shirts are not acceptable.

## **FAILURE TO COMPLY**

The DFA HR Office and the DFA Human Resources Administrator shall have the discretion to determine whether attire is acceptable. DFA Administrators/Managers shall provide guidance as to proper attire and grooming. DFA Administrators/Managers must send an employee who reports to work in violation of the established dress requirement home with instructions to change into acceptable clothing or appearance and return to work. The employee will be required to use annual leave or leave without pay for the period absent from work. Continued dress code violations may result in disciplinary action.

### **DEPARTMENT CONTACT:**

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