

Department of Finance and Administration

Policy Title: DFA Dress Code Policy

Policy Number: 3.2

Purpose

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

Persons Covered/Applicability

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

Professional Dress Code Requirements

All DFA employees must wear clothing that is appropriate for their job and work site. Clothing and appearance should 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. DFA employees must make reasonable efforts to project a professional public image.

DFA Daily Dress Code

When not required to be present at a high-profile meeting or when making presentations representing DFA, DFA employees must follow a professional dress code as outlined below. DFA Administrators may make exceptions for special occasions, and will work with the DFA Human Resources (HR) Office and the State Personnel Administrator who shall have the discretion to determine whether attire is unprofessional on a case-by-case basis.

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

1. Business suits, blouses, shirts, skirts, pants, ties, dresses
2. Shirts with collars
3. Slacks and trousers
4. Sports jackets and Blazers
5. Footwear designed for business purposes

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

1. Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or a message that is inflammatory, obscene or disrespectful
2. 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)
3. Tank or muscle tops and crop tops unless such garments are covered by another article of clothing

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(e.g., a sweater or jacket)

4. Sheer or mesh clothing that exposes undergarments or midriffs or any clothing with exposed undergarments
5. Excessive visible body piercing(s)
7. Offensive tattoos, as defined by a DFA Administrator
8. Camouflage apparel
9. Mini-skirts, defined as skirts four (4) inches above the knee
10. Athletic or tennis shoes
11. Flip-flops, as defined below
12. Hooded sweat shirts
13. Jeans or denim pants of any color
14. Shorts of any kind
15. Any other item of clothing determined to be unacceptable by the DFA State Personnel Administrator.

Business Casual Attire

Employees may wear business casual attire, except when business casual days are suspended, or when attending high profile meetings or when making presentations representing DFA. Business casual attire does not mean that employees may look sloppy or unprofessional.

Examples of business casual attire include, but are not limited to the following:

For men: shirts, slacks, sport coats, casual jackets, socks, shoes;

For women: blouses, slacks, skirts, dresses, leggings (so long as the top is long enough to cover the derrière/backside and midriff when arms are raised above one's head), socks, shoes.

Examples of unacceptable business casual attire include but are not limited to:

1. Any item listed above as unprofessional
2. Thong sandals or Flip-flops defined as a backless shoe, made of rubber or leather, plain or embellished with beads, etc., 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. Any other item of clothing determined to be unacceptable by the DFA State Personnel Administrator.

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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 reasons of safety.

Exceptions

The maintenance, mail room, marketing and redistribution, and IT/service staff of DFA that install or do other physical labor, shall wear clothing suitable to their jobs and to their work-site. An exception may also be granted based upon a medical or health condition; however, the request must be reviewed and receive prior approval by the DFA 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.

Personal Cleanliness

DFA employees are expected to practice good personal hygiene, select attire that is clean and in good repair, and present a professional image. Hair, including facial hair (beards, mustaches, sideburns), is expected to 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, professional and departmental standards. In addition, each employee is expected to shower and/or bathe daily and to attend to their personal hygiene as part of their professional appearance as an employee of DFA.

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Piercings/Tattoos

Items such as eyebrow and lip rings or studs are not professionally appropriate 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 are not permitted to 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.

Clothing/Footwear

Clothing and footwear should be appropriate to the workplace in terms of appearance and employee safety. Clothing that is frayed or has holes is not appropriate apparel. Pants/slacks must be hemmed and of a length that does not drag the floor.

Failure to Comply

The DFA HR Office and the State Personnel Administrator shall have the discretion to determine whether attire is unprofessional. 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.

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