

EMPLOYEE APPEARANCE**Policy**

The Board of Education of Tulsa Technology Center considers it very important that each employee is well groomed, neat, and dressed appropriately for his or her job function. Our employees create the value proposition we offer, and collectively are the face we present to the communities we serve. Just as the appearance of our buildings and facilities communicate to our stakeholders the quality and commitment of Tulsa Technology Center in educating students, so does the appearance of our most important resource, our people.

Appropriate dress and hygiene are important in promoting the Tulsa Technology Center brand and a positive image to our students, clients, visitors, tax payers and each other. Tulsa Technology Center has adopted a casual business dress code but it must be recognized that some positions and some situations may call for more formal business attire. This policy defines what the District considers to be appropriate appearance standards for all employees.

This policy is consistent with the terms of the employment contract all employees are expected to sign.

1.0 Employees Working Primarily in an Office Environment

Tulsa Technology Center observes a casual business dress environment. However, there may be situations requiring more formal business attire. An employee conducting or attending meetings, seminars, roundtables, in contact with other educational or business professionals or acting as a point of contact with customers and visitors to our facilities, is expected to represent Tulsa Technology Center in a professional manner and dress appropriately for conducting such business.

2.0 Employees Working in the Field, Warehouses, Cafeterias and Facilities Maintenance Environment

Tulsa Technology Center does not require uniforms in the workplace, but a standard of dress is required to promote a safe and productive working environment. As in an office environment, a field or facilities maintenance employee conducting or attending meetings, seminars, roundtables, in contact with other business professionals, or acting as a point of contact with customers and visitors to our facilities, is expected to represent Tulsa Technology Center in a professional manner and dress appropriately.

3.0 General Guidelines for Everyone

Tulsa Technology Center wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Any item of clothing or apparel that is judged by the District to be unsafe, potentially offensive or harassing, provocative or distracting may be prohibited.

EMPLOYEE APPEARANCE**Procedures****1.0 Regular Workday Clothing**

- 1.1 Shoes should be in good repair and appropriate for the environment. An office environment work place suggests that shoes may be dressy or business casual. Permitted shoes for men include dress shoes, boots, deck shoes, and for women are high heels, flats, dressy sandals or other shoes compliant with accepted business decorum. Employees whose primary work site includes instructional labs or shops, or employees whose job is in the field or facilities maintenance may wear safety shoes, or other foot wear approved by their supervisor. In shop or lab areas, closed-toe or safety shoes may be required. In any case, employees should select footwear with concern for safety and appropriateness to the environment in which they will be working.
- 1.2 Shirts and tops should be neat, laundered and without obvious signs of wear and tear. Shirts and other tops should be worn in a neat professional manner, cover the midriff and not allow for excessive exposure of the back, shoulders or chest of the employee. For men working in an office or indoor environment, shirts should have a collar; or if collarless, be suitable for wear with a sports coat or suit jacket. No top may feature an excessive number of, or excessively sized imprinted or embroidered words, logos or pictures. Shirts and tops bearing the Tulsa Technology Center emblem are permitted.
- 1.3 Skirts, pants, and other like clothing should be neat, laundered and in reasonably good condition. All pants, trousers and similar clothing for men and women should fit properly and not include tags, designs, slogans, decorative openings or gaps, straps or other distracting features. Dress slacks, "Dockers", corduroy pants, are permitted. Employees whose primary work site includes instructional labs or shops, or employees whose regular work site is in the field, a warehouse or shop, or in

facilities maintenance may wear laundered jeans (denim pants) that are in good repair.

- 1.4 Hats, caps and head coverings are typically not permitted in the classroom, labs or other office workplaces. Exceptions are made for safety equipment (hard hats), work primarily conducted outdoors, and facilities maintenance work. Head coverings (hats, caps, scarves) related to personal religious beliefs are permitted in all work places where safety would not be compromised. It is the policy of Tulsa Technology Center to make reasonable workplace accommodations for any employee's faith-based requirements.
- 1.5 Employees in certain roles may be permitted to wear other attire. Specific examples include instructors in Health Careers, Cosmetology, or other appropriate programs who may wear surgical "scrubs" or similar career specific apparel. Instructors should look professional in all programs, including automotive, aviation, machining and related shop-based programs. Instructors in these type programs are encouraged to wear lab coats or other approved protective outer wear in those areas.
- 1.6 District Facilities employees engaged in mowing or other groundskeeping work, vehicle maintenance, construction activities in out-of-service areas, and other duties where dust, dirt, chemicals and environmental extremes are present, are permitted exceptions to the dress requirements of this policy by the appropriate supervisor during the time such work is being performed. In the conduct of such duties the wearing of T-shirts, sweat shirts, and other normally prohibited apparel may be authorized. District Facilities employees are not relieved from the requirements of appropriate dress and grooming when working in a manner or area where close contact with students, clients and visitors may occur.
- 1.7 Except as provided in 1.6 above, the following items are unacceptable in the Tulsa Technology Center workplace at any time.
 - 1.7.1. Bare feet, "flip flops" and any other style of footwear that cannot be described as business appropriate.
 - 1.7.2 Shirtlessness, tee shirts (T-shirts), halter tops, tube tops, muscle shirts, sleeveless shirts (for men), sweat shirts, tank tops, spaghetti straps, athletic apparel (exercise suits) are prohibited. Any shirt or blouse worn in a fashion contrary to usual and accepted business fashion is prohibited.
 - 1.7.3 Shorts, sweat pants, athletic pants, and excessively tight fitting or excessively baggy pants or trousers are not permitted. "Cut-offs" and clothing with frayed cuffs / hems are not permitted. Pajama bottoms are not

permitted. "Sagging" is not permitted. Pants and skirts worn in a fashion contrary to usual and accepted business fashion are prohibited.

1.7.4. The following items are not acceptable at any time: form-fitting spandex clothing; pants or skirts worn in a fashion where the midriff is exposed; sexually provocative clothing; clothing with profanity, slogans, jokes or intended humorous statements or pictures; nude or semi-nude pictures; sexually suggestive slogans, cartoons, or drawings; the observable lack of undergarments and exposed undergarments.

1.8 Supervisors are permitted to make exceptions to the requirements of this policy and procedure in light of a specific situation and need. As an example, if an office employee is required to participate in an unusual task, such as taking inventory of records stored in a warehouse, the supervisor may permit the employee to wear jeans and a tee shirt to work in order to accomplish that task.

2.0 Friday and Summer Attire

2.1 While Tulsa Technology Center dress policy may be described as business casual, the District allows the dress policy to be somewhat further relaxed on Fridays and during the summer when students are not present. Regardless of the relaxed dress requirements during these times, all employees are reminded that professional appearance is always required when meeting with our clients, students, and others external to our organization. An employee conducting or attending meetings is expected to represent Tulsa Technology Center in a professional manner and dress appropriately for conducting such business, regardless of the day of the week.

2.2 Except in work areas where safety requirements would prohibit, these items of clothing are permitted in all work places on Friday and during the summer period between semesters: Jeans and denim clothing, athletic shoes, golf shirts, "polo" shirts or other collared shirts bearing collegiate or other logos. Long-sleeved sweaters may be worn without a collared shirt. In allowance of the foregoing permissions, Friday and summer work attire should remain compliant with the other non-conflicting elements of this policy.

3.0 Grooming

3.1 Employees are expected to take care in personal grooming to present a professional, intentional, and groomed appearance. While length of hair is not a subject of this policy, an employee's hair should be clean and maintained in a style not radically different from commonly accepted fashion or local standards of professional appearance. Facial hair should be trimmed and not be unkempt or otherwise create an appearance of neglect or excessiveness. Exceptions regarding

employee hair and grooming are permitted based on religious beliefs held by the employee or legitimate recognized customs of the employee's particular culture or ethnicity. It is the policy of Tulsa Technology Center to respect cultural differences as far as practical for the District, and to make reasonable workplace accommodations for an employee's faith-based requirements.

- 3.2 Employees should be considerate of co-workers, students and visitors. Good personal hygiene is a must. The use of perfume and cologne should be limited out of courtesy to those who may have a sensitivity, such as an allergy, to these odors.

4.0 Body Modifications

Similar to attire, body art and other modifications should not be excessive, significantly prominent or overly distracting in appearance. When possible, an attempt to minimize the display of body modifications (prominent tattoos and piercings other than earlobes) should be undertaken in order to be consistent with local customs and standards of professional appearance.

5.0 Enforcement

- 5.1 Employees who are uncertain if an article of clothing or grooming standard is compliant with this policy should seek the guidance of the supervisor prior to wearing or otherwise exhibiting the clothing item or grooming style at work.
- 5.2 Supervisors are responsible for the enforcement of this policy. Apparent violations of this policy should be handled discreetly and consist of a "closed door" meeting between the supervisor and the offending employee. The purpose of this meeting is to serve as a courtesy notice to the employee of an apparent violation of policy and preserve the employee's dignity, as well as allowing the employee a reasonable opportunity to ultimately remedy the violation.
- 5.3 Supervisors should consult first with the next level of management before initiating or undertaking any disciplinary action resulting from apparent employee non-compliance with any provision of this policy and procedure.