



**State of Oklahoma**  
**Office of Management and Enterprise Services**  
**Policies and Procedures**  
**Dress Code**

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<b>Approved: Lucinda Meltabarger, as designee OMES Director Preston Doerflinger</b>	<b>Approval Date: 10/24/2016</b>

**Policy**

All Office of Management and Enterprise Services (OMES) employees are expected to wear clothing that is appropriate for their job and work site. Clothing and appearance should be neat, clean, in good business taste, and shall not constitute a safety hazard. OMES is a professional organization that interfaces with other state agencies and the business community. As such, employees shall make reasonable efforts to project a professional public image. The following standards of dress code are established to provide direction for employees in order to maintain the professionalism that OMES advocates.

**Procedure**

Employees shall practice good personal hygiene, select attire that is clean and in good repair, and presents a professional image. Management may make exceptions for special occasions, and will work with Human Resources to determine whether attire is unprofessional on a case-by-case basis.

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

Business suits, blouses, shirts, skirts, pants, ties, dresses;

All shirts with collars, including casual shirts and blouses, golf and polo shirts;

Slacks and trousers;

Sports jackets;

Footwear designed for business purposes;

Appropriately fitted clothing for body type.

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 that is 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 unless such garments are covered by another article of clothing (e.g., a sweater or jacket);
4. Sheer or mesh clothing that exposes undergarments or midriffs;
5. Overpowering fragrances;
6. Excessive visible body piercing;
7. Offensive tattoos;
8. Camouflage apparel
9. Mini skirts;
10. Athletic or tennis shoes;
11. Flip-flops.

### **Safety**

Employees shall not wear clothing that is unsafe. Shoes should be selected for safety and comfort and be otherwise appropriate for a work setting. Accessories such as rings, necklaces, bracelets, and earrings shall not present a potential safety hazard.

OMES may institute more stringent dress requirements for reasons of safety.

### **Uniforms:**

Some employees may be required to wear OMES-issued uniforms in the performance of their duties. If uniforms are required, they will be supplied by the agency. These uniforms are to be worn during regular working hours. The uniform identifies the employee as an OMES employee. Upon separation from the agency, all uniforms are to be returned to the agency.

## Exceptions

The maintenance and IT/service staff of our agency 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. The request must be reviewed and approved by the supervisor and Human Resources.

## Casual attire

Employees may wear "casual" attire on Fridays of each week, except during the specified periods when casual days will be suspended. "Casual" attire does not mean that employees may look sloppy or unprofessional. All employees shall look professional at all times.

"Casual" does not apply when meeting with representatives at the State Capitol or other agencies, as well as when making presentations.

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

1. Jeans without holes, frays, etc.;
2. T-shirts;
3. Casual footwear, which may include athletic shoes depending on the department.

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

1. Shirts with inappropriate depictions;
2. Tank tops, muscle shirts, and crop tops;
3. Shorts above the knee;
4. **Flip-flops** and **thong sandals** (flat, backless, made of rubber or leather, plain or embellished with beads, etc., consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot).

An employee unsure of what is appropriate should check with a supervisor, manager, or Human Resources Department.

Supervisors shall provide guidance as to proper attire and grooming. Supervisors must send an employee who reports to work in violation of the established dress requirement home with instructions to change into acceptable clothing and return to work. The employee will be required to use annual leave or leave without pay for the period absent from work.