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## PARDON AND PAROLE BOARD

### Policy 106 – Dress Code

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#### **POLICY**

Because the Pardon and Parole Board (PPB) is a state agency that interfaces with the public as well as other state agencies and organizations, it is the policy of the PPB that employees wear clothing that is appropriate for the workplace. The dress code for the PPB is business or business casual. The following dress code standards are established to provide direction for employees to maintain the professionalism that the PPB requires.

Employees shall select attire that is clean, in good repair, and presents a professional image. An employee unsure of what is appropriate should check with a supervisor or the administrative office. An employee who reports to work in violation of the established dress requirement will be sent 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 of time absent from work.

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

- business suits, shirts and ties, sports jackets, or casual button-down shirts, golf, and polo shirts;
- pants or slacks;
- blouses, shirts with or without collars, long or short-sleeved knit shirts with or without collars, turtlenecks, mock turtlenecks, or sweaters;
- skirts or dresses;
- slacks and trousers; and
- footwear designed for business purposes.

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

- clothing with a printed message, a slogan, a political message, a picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful;
- 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 a jacket);
- tank or muscle tops unless such garments are covered by another article of clothing (e.g., a sweater or jacket);
- sheer or mesh clothing that exposes undergarments or midriffs;
- camouflage apparel;
- t-shirts;
- shorts;
- sweats;
- mini skirts;
- jeans with holes or frays;

- athletic or tennis shoes;
- flip-flops;
- sandals; and
- inappropriate accessories include all accessories and jewelry that does not present a professional appearance.

Visible body piercing, including but not limited to the wearing of eyebrow, nose, lip, and tongue rings/studs, is inconsistent the PPB dress code policy of dressing in a manner that presents a professional appearance. Employees who choose to pierce visible body parts, other than ears, are expected to remove such rings/studs while on duty.

### **Exceptions**

An exception to business or business casual attire may be granted based upon a medical or health condition. The request must be reviewed and approved by the supervisor and the Executive Director. In addition, the Executive Director may make exceptions for special occasions.

### **Friday Casual Attire**

Employees may wear casual attire on Fridays of each week. Casual attire means that jeans may be worn; however, jeans with holes or frays are still unacceptable. On casual Fridays, employees are still required to look professional.

When meeting with representatives at the State Capitol or other agencies and organizations or when making presentations to other professionals or the public, casual Friday attire is not permitted.

### **DOC Facility Dress Code**

All employees working within a Department of Corrections Facility are also required to adhere to DOC Dress Code while within the Facility, specifically OP-110245 Standards for Employee Personal Appearance.

Established: June 13, 2016  
Revised: November 5, 2018