



## LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH

### Policy 609.08 Professional Appearance in the Workplace

#### PROCEDURES

A. All DMH Employees are expected to abide by the following standards:

1. Present a neat, clean, and professional appearance in performance of their duties at all times based on work assignment and/or work location.
2. Dress in a manner that will not hinder their ability to effectively complete their work assignments, including consideration of the communities served, client expectations, business needs or standards of the Department, and the employee's safety.
3. Practice personal hygiene that does not interfere with clients, the public and/or co-workers in their work environment.
4. Be mindful of, and dress appropriately for, meetings and appointment with clients, contract providers, vendors, and other outside agencies.
5. Wear official photo identification badges and uniforms (where applicable) in the performance of County business and in all County facilities in order to be identified as legitimate County representatives.
6. Abide by specific dress requirements intended to ensure job related safety such as when working in a medical facility or in the field.

B. Except as noted or approved by the Director, DMH employees may **not** wear the following:

1. T-shirts or clothing articles that may create a hostile or abusive work environment, such as sexually suggestive cartoons, pictures, or words
2. Denim pants or jean-style pants of any color (except as noted in section 4.2 of this policy)
3. Pants below the waistline or low-rise pants showing undergarments
4. Low front tops, halter tops, bare midriffs
5. Flip-flop styled sandals
6. Athletic wear (e.g., gym or sweat pants, leggings, jogging outfits, shorts, spandex) worn during work hours
7. Torn, frayed, or ripped clothing
8. Excessively tight fitting or oversized (baggy) garments
9. Visibly excessive number of earrings and/or studs; no nose, eyebrow, lip, tongue rings and/or studs
10. Tattoos must be reasonably covered (with exception for cultural or religious purposes)

C. Policy Enforcement

1. Employees who report to work and are not in compliance with this policy may be sent home to change and return to work, unless some other remedy can be arranged, such as an employee putting on a County shirt, or a jacket.
2. It is the responsibility of each Manager to ensure that staff is in compliance with this policy.