

# **1199SEIU Benefit and Pension Funds Employee Handbook Human Resources Department**

## **Appearance and Conduct**

At the Funds, we expect employees to maintain a neat, well-groomed appearance at all times. The Funds' dress code is business casual. It is the intent to have employees dress comfortably while projecting a clean, neat and professional appearance. The dress code at the Funds is business casual at all times, except when individuals are meeting with Trustees or are attending business meetings with people other than Funds employees, at which time the dress code is business formal, i.e. suits. A professional appearance conveys a feeling of confidence and competency to our staff and visitors.

Business casual is defined as attire that is casual and conservative yet appropriate for an office environment. Each Funds' Executive Director or his/her designee may further restrict the dress code for certain categories of employees depending upon circumstances, and the job being performed, for example, positions which require interaction with the public.

### **Acceptable Business Casual Attire:**

- Includes shirts with collars, polo shirts, sweaters, turtlenecks or t-shirts with Union or Funds' logos only, khaki pants, skirts, wool or cotton slacks are acceptable.

### **Unacceptable Attire:**

- Includes athletic sportswear, shorts, spandex, halter tops, mini-skirts, overalls, sneakers, flip flops or slippers, baseball caps (including hats with visors) and spaghetti-strap dresses.
- Extreme variations of dress which are distracting and inappropriate for the workplace. Also, jogging suits, see-through materials and visible undergarments (specifically visible colors, designs, or style – this does not refer to imprints). If you are not certain that something is acceptable, wear something else.

It is expected that employees will use good judgment when selecting attire for the day. It is asked that employees consider each day's activities when determining what to wear and their grooming. Specifically, employees should be conscious and considerate of their personal hygiene. Some employees may be sensitive to strong fragrances such as perfume, cologne and aftershave lotions; these types of products should be used moderately.

Managers and supervisors are responsible for enforcing the dress and grooming code in their area of responsibility. Enforcement includes counseling employees whose appearance is inappropriate. Reasonable accommodations for religious purposes will be made.

The Executive Director and/or Human Resources will have authority on appropriate attire and grooming at work. Questions or complaints that cannot be handled to an employee's satisfaction by his or her supervisor/manager should be taken to Human Resources.

The Funds require cooperation to succeed and to promote efficiency and productivity among its employees. Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the Funds' members, or who violate any of the Funds' policies, are subject to appropriate disciplinary action, up to and including discharge.

An employee may be sent home without pay to change clothes if the clothing is unduly distracting or revealing. Repeat offenders will be subject to disciplinary action.

For those departments that are approved to participate in "Dress Down Fridays," athletic sportswear, shorts (below the knee) and capris may be worn on Fridays only.