



"Creating Life Opportunities"

Policy and Procedure # 675

Employee Dress Code

Approval: _____

Effective Date: 6/17/2024

POLICY:

EFI's business is carried out in a variety of environments (corporate office, SL homes, client workplace, and general community); the dress code is structured to meet the needs of each of these environments. EFI requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene, and appearance. EFI recognizes, like most organizations, that all EFI employees are representatives of this organization and should be dressed appropriately. The way in which EFI employees dress and present themselves plays an important role in the image that EFI portrays to our clients, community, and the general public.

EFI serves a variety of clients in a variety of environments which calls for each employee to be fully engaged in their job so as to achieve their best performance denoted in their job description. Be proud of where you work and show that pride in your manner of dress. Show others that EFI is professionally, ethically and morally dedicated to providing the highest level of service possible. Your attire speaks volumes for you and EFI.

PROCEDURE:

1. Every employee, regardless of position, is subject to the following rules.
2. Employees are required to wear their badges at all times except when with a client who requests to have staff not display them. If employees need a replacement badge there will be a \$5 fee. If an employee terminates employment with EFI and does not return their badge, the \$5 fee will be withdrawn from their final paycheck.
3. EFI employees will wear clothing/footwear/jewelry/accessories appropriate to the nature of the individual positions at EFI and also appropriate to the duties they will be performing on any given day or might be performing per their job descriptions.
4. All clothing will be in the corporation's good taste, good repair, and properly fitting with emphasis on the fact that you are a role model for our clients. Do not wear anything that would be considered offensive to clients or co-workers or make them feel uncomfortable. Keep in mind you are promoting a positive image of EFI at all times, as well as personal and client safety.
5. Clothing should not be too revealing or tight.
6. Pajamas, slippers, sweatpants, scrubs, workout wear and blankets are prohibited.



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7. Employees may be asked to change clothing that does not fit with the current dress code of EFI
 - a. If an employee is asked to change their clothes, the time taken to do so may be unpaid.
8. When participating in clothing trends employees must still adhere to these guidelines or be subject to possible corrective action up to and including termination.
9. It will be the Director's responsibility to follow through with the guidelines listed above for their departments.
10. EFI's Executive Director will have final judgment if the dress code is called into question.
11. Failure to meet the dress code policy may subject employees to corrective action, up to and including termination.
12. Exceptions to this policy may be granted for religious or cultural reasons and for certain job-related needs. Employees should request any necessary accommodation from the Human Resources department.