

**Subject:** Dress Code Personal Appearance of Employees  
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## **POLICY**

Business casual is an acceptable form of attire and will continue as long as it is not abused. You are an employee of the Kaw Nation, so please present yourself professionally. Maintenance is exempted from business casual attire.

Be advised the articles of clothing listed below may not be tolerated. This is not conclusive, but it serves as examples for inappropriate office attire:

- Faded Jeans with Holes
- No type of shorts- Men or Women
- Shirts that do not cover entire midsection
- Flip Flop Sandals
- No miniskirts/mini dresses
- No sweat pants
- No Jackets with inappropriate logos
- No Pajama Pants
- No extremely tight fitting or extremely low cut apparel
- Logo tee-shirt
- Sleeveless shirts without cover up
- No athletic clothing
- Blue jeans/denim is not appropriate as business casual
- No baseball hats

*If you wonder if it would be appropriate, then it probably isn't, so don't wear it.*

Departments required to wear Uniforms will wear them during working hours unless otherwise notified in writing.

Factors that management will consider to determine whether excessive make-up, jewelry or tattoos may pose a conflict with the employee's job or work environment include:

- Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Personal safety of self or others, or damage to company property.
- Corporate or societal norms.
- Customer complaints.

Those employees required to work outdoors or with heavy equipment (Maintenance, EPA, etc.) are allowed to wear blue jeans or appropriate attire for their duties. Those departments will have approval from the Chair. Other exceptions or duties which may require the employee to wear clothing other than business casual must have the prior approval of the Chair.

Casual day will be on Friday unless otherwise directed by the Chair. On casual days, employees who normally wear business casual may wear blue jeans/denims as long as they are not faded or have holes. Any other days when casual wear is allowed will be designated by the Chair.

In the event of inappropriate attire being worn, you will be asked to go home and change on your own time. You must return to work within a reasonable amount of time..

First offense	--- verbal warning placed in employee's file
Second offense	--- written warning placed in employee's file
Third offense	--- 2 days suspension without pay
Fourth offense	--- termination of employment