



The Human Development Center, Inc. Policy & Procedure	Policy #300	
<input checked="" type="checkbox"/> Milw County <input checked="" type="checkbox"/> T19	Effective Date: 06/01/2011	Subject: <p style="text-align: center;">HDC DRESS CODE</p>

I. POLICY

It is the policy of The Human Development Center, Inc. that each and every staff working under The Human Development Center, Inc. program umbrella dress in a respectful and professional manner when representing Human Development Center. It is our expectation that anyone who does not follow the stated policy will be directed by their Supervisor to change their attire.

II. PROCEDURE

A. General Dress.

- Clothing must be clean and in good repair at all times
- Skirts and dress shorts cannot be more than (3) inches above the knee.
- No low rise pants or skirts, or short tops that allow midriffs to be exposed.
- No spaghetti strap or strapless tops or dresses above the knees.
- Clothing must not be tight fitting and undergarments must not be visible.
- Tattoos must not be visible.
- No baseball caps worn indoors.
- No gang related apparel.
- No sweat suits or gym attire.
- Clothing must not have offensive language or questionable signs or logos on it.
- No tight jeans (jeans are allowed on Fridays).
- Casual shoe wear (no tennis shoes unless specified activity requirement)

Please remember that The Human Development Center, Inc. has hired staff to work professionally with children of all ages and ethnicities. Therefore clothing should look professional at all times.

The families we work with deserve employees who are dressed appropriately and display impeccable manners. Please remember that you are not only representing yourself, but also The Human Development Center, Inc.