



<b>The Human Development Center, Inc.</b> <b>Policy &amp; Procedure</b>	<b>Policy #301</b>	
<input checked="" type="checkbox"/> Milw County <input checked="" type="checkbox"/> T19	Effective Date:  <b>06/01/2011</b>	Subject:  <p style="text-align: center;"><b>HDLC DRESS CODE</b></p>

## I. POLICY

It is the policy of The Human Development Learning Center, Inc. that each and every staff working under The Human Development Learning Center, Inc. program umbrella dress in a respectful and professional manner when representing Human Development Learning 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).
- Solid color tennis shoes are allowable
- Human Development Attire or scrubs

Please remember that The Human Development Learning Center, Inc. has hired staff to work with children of all ages, ethnicities to assist with the development of motor skills. Therefore clothing should be loose fitting to allow for movement.

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 Learning Center, Inc.