

City of Hickory
Dress and Appearance Policy

1. Policy

As representatives of the City of Hickory, all coworkers are expected to maintain acceptable standards of personal grooming and attire and present a neat, professional appearance while at work. Departments may establish specific dress codes and uniform policies appropriate for the work setting and the work being performed.

2. General rules

- A. Workplace attire must be neat, clean, properly fitting, and appropriate for the work setting.
- B. Clothing should not be tight, revealing, low cut, or otherwise inappropriate.
- C. Excessive or inappropriate tattoos must be covered.
- D. Body Piercings: Only earrings worn in the earlobe should be visible.
- E. Department heads may permit more casual clothing during special circumstances and on designated casual days: On these occasions, coworkers are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing, or similarly inappropriate clothing.
- F. Dress and appearance criteria apply any time city buildings are open to the public.
- G. Coworkers who are issued uniforms will comply with their departments' uniform policies and procedures.

3. Guidelines for Those Working in an Office Environment

Listed below are some guidelines on appropriate and inappropriate attire. These guidelines are not meant to be an all-inclusive list but are simply given to help set the parameters of suitable business wear. The City reserves the right to determine the appropriateness of attire.

Appropriate

- Dresses/skirts (no more than 2 inches above the knee)
- Suits/pantsuits/ties
- Pants in suitable business fabrics
- Dress capris
- Blazers
- Blouses/shirts
- Collared polo shirts
- Sweaters and vests
- Dress shoes, dress boots, loafers, flats, dress sandals

Inappropriate

- Shorts, sweatpants, cargo pants
- Jogging suits or lounging outfits
- Casual/sport T-shirts (including logo merchandise)
- Any clothing with offensive language or pictures
- Flannel shirts, sweatshirts, tank tops, halter tops
- See-through or mesh material
- Athletic shoes, sneakers, flip-flops, slippers, crocs

4. Non-compliance

- A. If a coworker reports to work dressed inappropriately, the supervisor or department head will discuss the violation with the coworker.
- B. If the inappropriate clothing is extreme, the coworker may be sent home to change clothing and then return to work. Time needed to do this will be charged to the coworker's vacation time or, if no vacation time is available, leave without pay.
- C. Subsequent incidents of non-compliance will result in disciplinary action, up to and including dismissal.


Mick W. Berry, City Manager

9/3/15
Date

Original: June 3, 2009
Reissued: September 1, 2015