


TITLE:

DRESS CODE

POLICY #

## HHS Internal POLICY and PROCEDURE

<i>Policy #</i>	<b>DRESS CODE</b>	
	<i>Categories</i> Administration / Non-Clinical	<i>This Policy Applies To:</i> Fort Bend County Health & Human Services
		<i>Document Owner</i> Carrie Rai

**Authority:** Fort Bend County Employee Information Manual [Section 609 - Rules of Conduct](#) authorizes a department head to adopt rules of conduct for appropriate dress

### I. **PURPOSE**

The purpose of this policy is to provide direction for employees in order to maintain the professionalism that Fort Bend County Health & Human Services (FBCHHS) advocates.

### II. **SCOPE**

This policy applies to all FBCHHS organizational units, employees, contractors, interns, and volunteers.

### III. **DEFINITIONS**

**Operations in the Field** – these are duties and activities that are outside of Fort Bend County buildings and held in the community. Examples may include outreach events, home visits, business inspections, etc.

**Staff** – all FBCHHS organizational units, employees, contractors, interns, and volunteers.

### IV. **POLICY**

It is the policy of FBCHHS that all its staff are expected to wear clothing that is appropriate for their job and the organization. Clothing and appearance should be neat, clean, in good business taste, and shall not constitute a safety hazard. FBCHHS is a professional organization that interfaces with Fort Bend County constituents and the community. As such, staff shall make reasonable efforts to project a professional public image.

### V. **PROCEDURES**

- Staff shall practice **good personal hygiene**, select attire that is clean and in good repair, and presents a professional image.
- Examples of **professional attire** include, but are not limited to:
  - Jeans (without tears, holes, or rips) in good condition are acceptable Friday – Sunday, and whenever authorized by FBCHHS Director or Executive Team

- 
- member.
  - Blouses (long, short, or sleeveless), shirts, shirts with collars, casual shirts, golf and polo shirts
  - FBCHHS or Fort Bend County themed shirts or t-shirts
  - FBC EMS uniforms
  - Skirts, capris pants, dresses, slacks, trousers, sports jackets, business suits and ties
  - Footwear designed for business purposes or athletic shoes
3. Examples of **unprofessional attire** include, but are not limited to:
- Clothing with a printed message, picture or art depicting drugs, alcohol, smoking, weapons, violence, or obscenity.
  - Dresses or blouses that are backless, strapless, or have spaghetti straps unless such garments are covered by another article of clothing (e.g., a sweater or jacket)
  - Tank or muscle tops unless such garments are covered by another article of clothing (e.g., a sweater or jacket)
  - Yoga pants, leggings, and other tight-fitting pants unless such garments are covered by another article of clothing (e.g., a skirt, dress, or tunic)
  - Mini skirts
  - Flip-flops
4. Field Work (all Operations in the Field) – Business Casual
- Collared FBCHHS shirts are preferred.
  - Wear closed toe, non-skid shoes or boots.
  - Pants must be full length.
  - FBCHHS t-shirts and appropriate shorts are acceptable during summer months but must be preapproved in advance by the Division Manager or respective Executive Team member.
  - All required personal protective equipment must be worn according to the job function and associated policies and procedures, as applicable.
5. Clinical Staff Providing Direct Patient Care
- Staff are required to provide their own scrub uniforms.
  - Scrubs consisting of a color-coordinated top and bottom are required.
  - Undershirts/T-Shirts may be worn underneath scrubs.
  - FBCHHS Polo/T-Shirts may be combined with scrub uniform bottoms.
  - FBCHHS Logo jacket may be worn over scrubs.
  - Athletic shoes or closed-toe shoes without holes are required (e.g., Crocs, nursing shoes, etc.). Toes must be enclosed in shoes for safety in the clinic environment.
  - Hats, such as baseball caps, are not permitted. Scrub caps, head wraps and religious head coverings are permissible.
  - Jeans and a FBCHHS Polo/T-Shirt are acceptable on Fridays.
6. Casual Attire
- Casual attire is **not** allowed in formal business meetings.
  - Examples of **acceptable casual attire** include, but are not limited to:
    - T-shirts
  - Casual footwear, which may include athletic shoes Examples of unacceptable casual attire include but are not limited to:
    - Shirts with inappropriate depictions

---

TITLE:

DRESS CODE

POLICY #

---

- Tank tops, muscle shirts, and crop tops
- Shorts more than 3 inches above the knee
- Flip-flops

7. Staff unsure of what is appropriate should check with their supervisor.

8. Staff who report to work in violation of this policy may be granted an opportunity to go home and change into acceptable clothing and return to work. Staff will be required to use paid time off or be docked for the time absent from work.

\* Themed shirts, t-shirts, jackets, and other clothing items must be in accordance with and meet the approval of the FBCHHS Branding Policy/Procedure.

**VI. PERSONS AFFECTED**

This policy affects all staff (organizational units, employees, contractors, interns, and volunteers of FBCHHS).

**VII. RESPONSIBILITIES**

**Division Managers/Program managers:** Ensure all staff have access to and have acknowledged this policy. Identify, address, and report any policy or procedure violations.

**ALL Staff:** Follow this Policy and Procedure.

**VIII. EXCEPTIONS**

No exceptions to this policy may be made without the prior written approval of the FBCHHS Director.

**IX. ASSOCIATED LAWS & REGULATIONS**

**X. REVIEW PROCESS**

This policy will be reviewed by the Executive Team annually.

**XI. ISSUANCE AND REVISION HISTORY**

<u>Date</u>	<u>Action</u>	<u>Section</u>
	NEW POLICY	

Approved:



Dr. Gale-Lowe, Fort Bend County  
Health & Human Services Director

Date: 08/21/2023