

**Policy No. 2.03                      Personal Appearance**  
**Date of Issuance:                      May 17, 2012**  
**Revision Date:**

Description: Town employees reflect a certain image to the general public based on their dress, appearance and general conduct. This policy explains the Town's expectations regarding personal appearances.

1.        Positions with Required Appearance Standards

- A.        Some departments may have requirements to follow regarding hairstyle, facial hair or clothing, uniforms or special types of clothing and, management must at the time of hiring, notify a new employee about these requirements.
- B.        Management may from time to time introduce new special clothing or protective wear requirements. If the new requirements are based on legitimate safety concerns, compliance will be required by all Town employees.

2.        Other Positions

- A.        Employees in positions not bound by special clothing requirements, are expected to exercise good judgment and discretion in their attire and grooming. Questions regarding personal appearance shall be discussed with her/his supervisor.
- B.        In setting preferred dress codes and appearance standards, management will consider the employee's comfort and the extent to which the position comes in contact with the general public.
- C.        Management reserves the right to counsel employees and take appropriate disciplinary action regarding dress or appearance deemed to be inappropriate.

4.        Smoking

Smoking is allowed in designated smoking areas only.