

**BENCO
Personnel Manual**

CLOTHING GUIDELINES

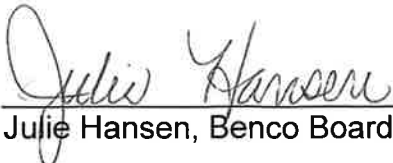
All employees should do their best to dress in an appropriate manner while at work. Employees are often out in the community with Benco residents and are representatives of Benco. The following are clothing guidelines employees will follow:

- No holes, rips or tears in his or her clothing.
- No spaghetti strap shirts.
- No “short” skirts or shorts.
- No exposed underclothes.
- No low-cut shirts.
- No inappropriate language or pictures on his or her clothing.
- All employees must wear shoes.

If an employee feels that another employee is wearing inappropriate clothing, they should contact a supervisor and have the supervisor evaluate whether the clothing is inappropriate. If the clothing is inappropriate the employee will be asked to go home and change and return to work.

If a Program Coordinator, Residential Director or Executive Director/Personnel Director see an employee is wearing inappropriate clothing the employee will be asked to go home to change and return to work.

If an employee has been asked to change their clothing more than once, the employee may receive disciplinary action for continually failing to follow the Benco clothing guidelines.

Approved By: 
Julie Hansen, Benco Board President

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