

**CITY OF MILPITAS
PROFESSIONAL APPEARANCE POLICY**

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INTENT: The intent of this policy is to ensure that City of Milpitas employees present themselves in a safe, professional, and hygienic manner while at work.

- POLICY:**
1. Employees shall maintain their attire, hairstyle, body art, hygiene and overall professional appearance in compliance with federal and state safety regulations and with City and department safety policies and procedures.
 2. Employees shall wear appropriate business attire while at work and/or while serving as a representative of the City of Milpitas. This means “business formal”, “business dress”, or a uniform approved by the Department Head. Uniforms are to be worn if provided by the City.
 - Examples of “business formal” include suits with blouses, dress shirts and ties, and business footwear.
 - Example of “business dress” include slacks/trousers, jackets, shirts, sweaters, skirts, blouses, dresses, and business footwear. Ties are preferred but not mandatory.
 - Examples of inappropriate attire at all times include flip-flops, T-shirts, shorts (non-uniform), sweatshirts, athletic apparel, athletic shoes, denim or blue jeans, sweat suits, polo shirts (non-uniform) and attire with words or images inappropriate for the workplace, or that create a perception of inappropriate product endorsement.
 3. There are two exceptions to the Business Attire requirement.
 - a. Employees performing physical labor or maintenance duties may with express prior permission by the Department Head, wear khaki style pants, short or long-sleeved T-shirts, sweatshirts, coveralls, and construction-style boots.
 - b. Employees working outdoors may wear City provided hats or caps to protect themselves from the weather.
 4. All attire must be clean and in good repair, with no noticeable holes or stains, and must fit reasonably well (i.e., not too loose or long, not too tight or short).
 5. Employees attending meetings or events with City dignitaries or other professional members of the public must wear “business formal” during such meetings. This includes all meetings and or events where you are representing the City of Milpitas whether at City facilities or at outside private or public places.
 6. Employees shall not display offensive, sexually suggestive, or gang-related body art.
 7. Employees shall maintain a neat and clean appearance and hygiene level as appropriate to the circumstances. This includes maintaining neat and clean clothing, hair, and personal effects, and performing daily personal hygiene.
 8. Employees who dress inappropriately will be 1) First Offense: given a verbal warning 2) Second Offense: written warning 3) Third Offense: subject to formal discipline. At any time the Department Head has the authority to send the employee home to change if dress is not appropriate.