

ARKANSAS DEPARTMENT OF HUMAN SERVICES
 DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
 DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
	Work Place Standard	
Administrative	Personal Appearance	1074

1. Purpose. This policy is to establish Personal Appearance guidelines for Developmental Disabilities Services employees. All staff and volunteers shall be aware of the fact that they are representatives of the Division and the Human Development Centers, and are expected to dress and groom in a manner that will (a) set a good example for the individuals residing at the HDCs; and (b) project a business and professional image.
2. Scope. This policy applies to all employees and volunteers and a review of this policy shall be made a part of new employee/volunteer orientation.
3. Procedural Guidelines.
 1. Staff/volunteers will not wear attire that would prove to be distracting or offensive to other staff, parents, individuals or the general public. Staff/volunteer should wear clothing that is appropriate to the specific environment and tasks they are performing. It is important to remember that staff/volunteers serve as role models for individuals and should dress accordingly.
 2. To prevent injury to self and others, staff/volunteers working in the food service, maintenance, or direct-care areas will not wear excessively loose clothing or dangling jewelry. When involved in food service or preparation, staff/volunteers will wear on their heads a fabric woven into meshes or a cap in order to snare the hair.
 3. Food Services and maintenance personnel will wear protective low-heeled shoes that can cover the entire foot. Direct-care staff/volunteers will wear low-heeled shoes during the usual workday, but may vary the shoe style when the occasion or circumstances dictate. All personnel will wear footwear that has a type of material on the sole by which cross contamination by the individual's foot or vice versa is prohibited.
 4. Appropriate shorts may be worn by staff when they are engaged in recreational or physical conditioning activities with the individuals. Exceptions must be approved in advance by the Superintendent/On-site Administrator.

Replacement Notation: This policy replaces DDS Director's Office Policy #1074 effective March 2, 1992 and March 15, 1993.

Effective Date: August 16, 1993

Sheet 1 of 2

ARKANSAS DEPARTMENT OF HUMAN SERVICES
 DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
 DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
	Work Place Standard	
Administrative	Personal Appearance	1074

5. Dress may be altered to fit specific program needs for the length of time for the scheduled activity. An example would include jogging shorts to be worn during track or basketball practice and a swimsuit during swimming time. Bikinis or other excessively revealing swimsuits may not be worn by lifeguards or other personnel supervising swimming. Swimsuit covers (T-shirts, etc.) must be worn while transporting individuals to the pool.

6. Central Office.
 - A. Staff working in the Central Office are expected to project an image of business at all times. Staff will not wear attire that could prove to be offensive, distracting, or overly casual for a professional workplace.

 - B. Shoe wear shall be appropriate to the form of business attire or work performed.

7. Discipline. Disciplinary action according to DHS Policy #1026, Standard 9 will be taken for failure to adhere to this policy. If clothing is inappropriate, the individual will be sent home and charged leave time for the absence, in addition to the Standard 9.