



SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

DRESS CODE POLICY

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I. POLICY

It is the South Carolina Department of Agriculture's (SCDA) objective to establish a dress code which allows employees to work comfortably in their various work places, but to maintain and project a professional image. If you have meetings scheduled outside of the department, it is even more important to maintain a professional appearance.

While no dress code can cover all contingencies, employees must exercise a certain amount of judgment. If you have questions or are uncertain about what is acceptable, professional business casual attire, please ask your supervisor or Human Resources.

II. GUIDELINES

Clothing: All clothing must be consistent with the standards of a professional environment and not attract undue attention or serve as a distraction to others.

Work Uniforms: All staff members who are assigned uniforms must wear them while working. Uniforms should be clean, neatly pressed and in good condition when reporting to work. If the required uniform is unavailable for any reason (new or temporary employees), staff members are expected to comply with the general requirements for all staff members, as well as departmental guidelines that may be available for such circumstances.

Non-uniform staff members: All non-uniform staff members are expected to wear standard business casual attire except those whose jobs involve dressing for safety such as in the Consumer Protection Division. It is preferable for SCDA inspection staff members to wear department shirts. All inspection employees should wear their SCDA identification badges when performing inspections.

Non-Compliance: It is the responsibility of each employee to use sound judgment and observe proper dress code requirements at all times. Failure to observe this policy could result in the employee being sent home and/or disciplinary action.

III. SPECIFICS

Acceptable Business Attire:

The following are standards to be used for what is to be considered proper attire on any day, unless otherwise approved by a supervisor for a specific day or activity:

MEN: Blazers, suits or sport coats, slacks, dress shirts, polo shirts with collars, sweaters, jeans (neat and clean) only for those who work out in the field.

WOMEN: Slacks, dresses, suits, skirts, polo shirts, dress shirts, jeans (neat & clean) only for those who work out in the field. Note: Dresses and skirts must be no more than 3 inches above the knee when standing.

Unacceptable Attire:

The following standards are to be used as a guideline for what is to be considered improper attire on any day. Unless, approved by supervisor for a specific day or activity.

- Jeans of any type, except on Fridays or those working in the field,
- Jean skirts and dresses, except on Fridays,
- Mini-skirts, shorts, or skorts,
- Crop tops, tank tops, strapless or thin strapped garments of any type (unless worn under a jacket, sweater, or shirt),
- Sweat suits or sweat pants,
- T-shirts (with the exception of SCDA issued t-shirts),
- Hats,
- Tennis shoes or similar footwear, except on Fridays,
- Flip flops,
- Clothing selected or clothing worn in an unsuitable fashion that disrupts the normal course of business and does not reflect a positive or professional image.
- Dresses and skirts more than 3 inches above the knee when standing.

Acceptable Casual Friday Attire:

Fridays have been designated as a casual dress day for non-uniformed staff members. Casual dress is a privilege that is offered to provide a more relaxed work atmosphere. Casual Fridays may be revoked for an individual, a unit or department if the guidelines set forth are not adhered to.

Staff members should not dress in casual attire on Fridays if they have a meeting that requires business attire. Casual Friday dress may be extended to other days when involved in setting up displays, fair exhibits, etc.

MEN: Casual slacks, jeans, knit shirts along with casual shoes like tennis shoes.

WOMEN: Casual slacks or dresses, jeans, jeans dresses and skirts, along with tennis shoes and other similar casual footwear.

This policy is to be used as a guideline and may not be all inclusive. Any questions related to this policy should be directed to Human Resources.