



## DRESS CODE POLICY

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

### 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 workplaces 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

#### A. 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:

Blazers, suits, sport coats, cardigans, khakis, dress pants, slacks, dresses, skirts, dress shirts, polo shirts with collars, button-down shirts, sweaters, and only for those who work out in the field, jeans (neat and clean with no holes, rips, tears, or ragged hems). Note: Dresses and skirts must be no more than 3 inches above the knee when standing.

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

1. Jeans of any type, except on Fridays or for those working in the field.
2. Jean skirts and dresses, except on Fridays.
3. Mini-skirts, shorts, or skorts.
4. Crop tops, tank tops, strapless or thin strapped garments of any type (unless worn under a jacket, sweater, or shirt).
5. Sweat suits or sweatpants.

6. T-shirts (with the exception of SCDA-issued t-shirts).
7. Backless or low-cut tops.
8. Clothing with inappropriate logos or text.
9. Hats except for those working in the field. Hats must be an SCDA brand, such as Certified SC Grown, Fresh on the Menu, SC Agritourism, etc. or an SC commodity (Pork, Cotton, Soybean, Peanuts, Peaches, Watermelon, etc.).
10. Tennis shoes or similar footwear, except on Fridays.
11. Flip flops.
12. 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.
13. Dresses and skirts more than 3 inches above the knee when standing.

## **B. 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 a 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. Some examples of casual Friday attire include:

Casual slacks, jeans, dresses, skirts, jean dresses, knit shirts along with casual footwear such as tennis shoes or sandals.

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.