

## DRESS CODE

Appearance IS important. Appropriate attire is a necessary part of the work environment. This shows continuity, identification and professionalism. It also develops a sense of pride among workers. Employees are expected to exercise discretion and modesty regarding clothing and personal hygiene. Outfits that are too tight, too loose, or too short may appear provocative even though unintentional. In addition, this type of clothing may present safety risks.

With this in mind, we will enforce our dress code. Supervisors have the right to speak to any employee in regard to dress attire that he/she feels is inappropriate, including but not limited to sending the employee home for proper attire. Continued non-compliance with this Dress Code may result in disciplinary action up to and including dismissal. The listed guidelines must be followed:

### GENERAL GUIDELINES FOR ALL EMPLOYEES

1. All employees, regardless of position, are expected to carry themselves in a professional manner. This includes showing respect to all children, parents, families, staff and other members and program participants at the YMCA.
2. Use of abusive or profane language is prohibited.
3. Hair must be kept neat, clean and well-groomed, and hair coloring should be in naturally-occurring colors, i.e. no purple, green, etc. unless it is for a special event, with permission.
4. Men should be neatly-shaven each day, and all mustaches and beards should be kept neat and trimmed.
5. Name tags must be worn at all times designated by your supervisor.
6. All clothing must be without inappropriate language and/or advertisements for products that are inappropriate, such as but not limited to alcohol, bars, etc.
7. All clothing must be free from holes or rips.
8. If a YMCA shirt is not provided, shirts need to be modest and job-appropriate. No bra straps, cleavage, or side view of bosom is to be exposed. Employee's midriff should not be exposed, and males must wear shirts at all times (except when swimming). Exceptions may be allowed for Group Exercise Instructors to wear sports tops; however, once the class is over, the midriff should be covered outside the class room and throughout the rest of the facility.
9. Pants must be waist-high and hemmed. All shorts must be an appropriate length (at least fingertip length, which means that as you stand with arms comfortably at side, the shorts are no shorter than the tip of your fingertips). Exceptions may be allowed for Group Exercise Instructors; however, modesty must be maintained at all times. Shorts/pants must fit to the waist and may not sag or be rolled below the waistline (defined as approximately 1 inch below belly button at the lowest). **Please note:** Some branches and/or departments require a specific color of pants or shorts. Be sure to check with your supervisor.
10. Hats may be worn only outdoors. If worn, hats or head coverings must be clean, properly worn and be of plain color, with no inappropriate messages. Upon request, scarves/cultural wraps that are neither distracting nor unprofessional may be worn. Supervisor will review each of these requests on a case-by-case basis.
11. Athletic, dress or other job-appropriate shoes must be worn while on duty. Specific fitness classes may allow for bare feet (i.e. martial arts; yoga); however, once the class is over, staff must wear shoes throughout the rest of the facility. Flip flops may be worn

for water-related activities only. Bare feet are not allowed otherwise except on the pool deck or the Camp Winona waterfront.

12. **Swimwear:** One-piece suits for women, with no plunging necklines. Shorts-style trunks for men; no speedo-type swimwear. Employees are asked to limit exposure to the sun and promote lifestyle habits that encourage health. SPF-15+ lotion is highly recommended for staff while out in sun.
13. Tattoos are discouraged, and any inappropriate language or graphics must be covered while on duty.
14. Any visible body piercings must be removed while on duty, with the exception of ears. For safety reasons, earrings worn by After School, Day Camp, Aquatic and Fitness staff must be small stud type, no larger than a dime.
15. Large and/or dangling jewelry (necklaces, earrings, bracelets, anklets, pins, rings) represent a significant safety risk both to the employee and to our members. Jewelry should be kept to a minimum, and supervisors have the right to request that jewelry be removed for safety reasons.

### **AFTER SCHOOL/DAY CAMP/SPORTS/SPORTS CAMP STAFF**

1. All After School, Day Camp, Sports and Sports Camp staff and counselors are required to be ready for active play with the campers/members each day.
2. All counselors are reminded that children look to them as role models, and the children's parents expect their children's role models to reflect YMCA values.
3. "General Guidelines for All Employees" apply.
4. For safety reasons, nails need to be clean and trimmed to a length that is appropriate for active work and play with active children.
5. No skirts are allowed.
6. Staff will receive YMCA T-shirts. These must be worn as directed by the supervisor/camp director, without exception.
7. For Sports staff, properly fitting athletic shorts, athletic shoes, and approved coach/referee/staff shirt are required while on courts and/or fields.
8. No radios/headphones or cell phones may be used for personal use while on duty.

### **AQUATICS**

1. Bathing suit requirements are stated under "General Guidelines for All Employees". Specific colors may be required by your branch. Check with your Program Director or Executive Director.
2. Lifeguards must wear Lifeguard attire, as directed, and may be required to wear a specific Lifeguard bathing suit. Check with your Program Director or Executive Director.
3. Whistles and other lifesaving equipment are required while on duty.
4. Bare feet are allowed, or you may wear deck shoes.

### **MEMBERSHIP/WELCOME CENTER/FITNESS/CHILD WATCH**

1. "General Guidelines for All Employees" apply.
2. Specific YMCA staff shirts, with or without collars, may be provided. These must be worn and kept clean as required by your supervisor.
3. Specific colors of pants or shorts may be required by your branch. Check with your supervisor.
4. *Aerobic/Group Exercise Instructors must keep in mind the movements they will be demonstrating and teaching and dress accordingly to maintain modesty.*