

# Barstow Cemetery District

**POLICY TITLE: Dress Code and Personal Standards**

**POLICY NUMBER: 3200**

3200.1 At the Barstow Cemetery District, a professional image is important and is maintained, in part, by the image that employees present to customers, residents, visitors, vendors, and others in our business. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated public contact, the nature of the job, and working conditions.

3200.1.1 All employees that are required to wear uniforms shall wear the appropriate uniform for their work area. If an employee is governed by an MOU, the employee should follow the rules pertaining to his or her dress code as outlined in the relevant MOU. Employees are permitted to wear the uniform only during their work hours, work time, or traveling to and from work, or while representing the District. Employees shall not wear his or her District uniform while off-duty. Employees should report to work on time and in uniform.

3200.2 The Barstow Cemetery District expects all employees to use good judgment and taste in matters of personal grooming and dress. Attire should be in keeping with the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional and conservative attire, and conduct themselves in a businesslike manner.

3200.2.1 Any visible tattoos cannot be obscene, sexually explicit, otherwise violate the District's policy against unlawful harassment or discrimination. At the discretion of the General Manager, all non-conforming tattoos, including head, face, or neck tattoos, must be covered with clothing or a bandage while at work.

3200.3 In all cases, supervisors will assist employees to determine what is considered appropriate attire for the situation. All clothing should fit appropriately, be clean, without rips or holes and if necessary, a belt.

#### 3200.4 Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate the District's dress code policy or grooming standards may be subject to disciplinary action, up to and including termination.

#### 3200.5 No Discrimination

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin, or any other class protected by federal, state, or local law. Employees have the right to comply with District's dress code in a manner consistent with their gender identity or gender expression. Employees who need a reasonable accommodation for clothing attire because of religious beliefs, observances, or practices should contact the General Manager to discuss the need for accommodation.

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