

### **Wautoma Public Library's Employee Dress Policy**

Staff should represent a business-like appearance and not wear clothes, buttons, or symbols that are issue-oriented and controversial in the framework of our community. An employee's appearance reflects the library image to the public. Staff are expected to be clean and to be concerned with good personal hygiene. As all employees are in contact with the library's external and/or internal customers, the library asks that all employees refrain from wearing excessive fragrance (perfume, cologne or lotions) and revealing apparel.

#### Unacceptable Attire:

- Miniskirts, tight skirts, short shorts, or cutoffs

- Faded, torn, or stained clothing

- Sheer or revealing clothing

- Tank tops, halter tops, or cropped tops

- Sweatpants, exercise pants or leggings as pants

- Clothing with profanity or sexually suggestive content

- Clothing or pins containing political statements, slogans, or campaign related information

- Beach flip-flops, slippers, or holey and dirty footwear.

Adopted and approved by the Wautoma Library Board of trustees 5/2/18 HK

Updated 3/4/20 HK