
Series:	HR Practices	COA:
		CFOP:
Procedure Name:	Dress Code Guidelines	
Procedure Number:	HR2302	
Reviewed Date:		
Revision #/Date:		
Effective Date:	4/1/2019	
Applicable to:	All Brevard Family Partnership Staff, Volunteers and Interns	

PURPOSE:

It is the policy of Brevard Family Partnership that all staff will display a positive and professional image by maintaining appropriate dress and attire. Employees are expected to be neat, clean, and well-groomed in appearance and dress in appropriate business attire for office, client and public contact.

PROCEDURE:**Monday through Thursday (except Thursday Jeans Day rule - see below):****Men:**

- Neatly pressed dress shirts (long or short sleeve)
- Neatly pressed collared oxford and/or polo type shirts
- Neatly pressed dress or business casual slacks such as Khakis, Dockers, etc. – pants should be worn at the waist with belts required for court appearances
- Socks and dress or business casual shoes; athletic shoes are not permitted
- Ties are suggested for court appearances

Women:

- Neatly pressed dresses, skirts, blouses, and slacks
- Neatly pressed collared oxford and/or polo type shirts
- Neatly pressed dress or business casual pants
- Neatly pressed capris pants are permitted if calf length and dressy in nature
- Dress or business shoes/sandals; athletic shoes are not permitted

Fridays/Evenings or Weekends on call:

Unless appearing in court or attending a formal meeting with other agencies, the following is also permitted on Fridays, evenings or weekends on call:

- Clean, lightly worn athletic shoes
- Jeans with no holes, stains or tears

The executive leadership team may designate casual days for special circumstances. Employees are permitted to wear jeans on Thursdays if not attending a formal meeting with other agencies, and if they donate \$1 to the BFP employee fund.

The following is not permitted while working, including regular workweek, evenings and weekends, or on call:

- Sweat pants, shorts or leggings
- Flip flops, casual sandals, crocs, house/bedroom slippers, or excessively worn athletic shoes
- Sweatshirts, undershirts, T-shirts, tank tops, midriff tops, or shoulder bearing clothing
- Baseball caps or hats
- Revealing or transparent clothing

Supervisor Responsibility

Brevard Family Partnership is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness and supervisory staff are responsible for monitoring employee attire and appearance. Any employee who is improperly dressed will be counseled or, in severe cases, may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



MR. PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership

APPROVAL DATE: 1/24/2020