



**Administrative Regulations  
Office of the Mayor**

**Title: PERSONAL APPEARANCE**

**A.R. Number: 5.9 Effective Date: 2/1/2007 Page: 1 of 3**

**Supersedes: Dress Code Guidelines A.R.: 5.11 DATED: 8/1/2000**

**I. PURPOSE**

The purpose of this policy is to define the appropriate dress for City of Richmond employees. This policy specifies what acceptable attire is during regular work hours and on designated casual days. It is important for all employees to be well groomed, neat, and to dress appropriately for his/her job. While we trust each employee's common sense and good judgment, a dress code must be followed that is appropriate for the work environment. It not only communicates our level of professionalism, but it also communicates our commitment to customer service. In providing services, employees should display the qualities of stability, competency, impeccable character, common sense, and sound judgment through their actions as well as their appearance. That appearance should be professional and business-like at all times.

**II. POLICY**

It is the policy of the City of Richmond that employees shall demonstrate a professional appearance during all work hours. Listed below is a general overview of acceptable professional dress for regular work hours. This list is not completely comprehensive nor does it apply to employees who wear uniforms or employees whose job duties are inconsistent with the content of this policy. Those employees are to follow uniform standards for their department. This regulation should, however, serve as a general guideline for employees to make dress choices that are consistent with the City's professional business image.

**III. PROCEDURE**

**A. General Guidelines**

The City wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following general guidelines should be followed:

1. Clothing should be worn to fit in such a manner that it does not expose the abdomen, chest or buttocks areas.
2. Clothing should be free of sexually related references, and should not promote the use of illegal drugs.
3. Jewelry and tattoos should not pose a conflict with the job or work environment, which includes, but is not limited to, safety of self or others; perceived offense on the basis of race, sex, religion, etc.; customer complaints.
4. Shoes must be worn at all times.
5. Sexually provocative clothing is prohibited.

**B. Professional Attire (Monday – Thursday)**

Professional business attire will include, but is not limited to:

- Suits
- sports coat or blazer
- blouse, dress shirt (long or short sleeve), or sweater
- dress pants or trousers
- dresses, skirts (no shorter than directly above the knee)
- dress shoes or dress sandals
- socks or hosiery



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### C. Casual Fridays

As permitted by the Agency Head/Appointing Authority, Fridays may be casual dress. Departments may establish their own list of acceptable casual wear, however anything more casual than what is outlined in this regulation is prohibited. Casual Fridays require that employees continue to portray a professional image while taking advantage of more casual and relaxed clothing. "Casual Fridays" offers an alternative to more formal professional business attire. In contrast, all casual clothing is not appropriate for the office. Items that may be perfect for leisure activities are not appropriate for the office, nor are they consistent with the kind of professional image the City seeks to convey.

Below is a listing of acceptable casual wear as well as some of the more common items that are not acceptable for the office. Please note that the list is not completely inclusive. Instead, this list serves as a general guideline for employees to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else.

#### Acceptable Items:

- Jeans (this does not include torn, faded, form-fitting, low-rise, or patched jeans)
- Cotton (or other material such as polyester) pants or trousers
- Dress shirt or blouse with collars, sweaters, turtlenecks, pullover shirt
- Dress shoes, loafers, casual or dress boots, dress sandals

#### Unacceptable Items:

- Torn, faded, or patched jeans, hip-huggers, bib-overalls, spandex or other form-fitting pants, shorts, cotton or nylon sweatpants, or any other athletic attire or beachwear
- Casual dresses, skirts
- Sweatshirts, t-shirts, sleeveless shirts, tank tops, halter tops, spaghetti straps
- Athletic shoes, work boots, casual sandals, flip flops, hiking boots or hiking sandals, thongs, slippers

### D. Uniform Requirements

This policy does not apply to employees who are required to wear uniforms or employees who are involved in other specialized work environments as determined by the Agency Appointing Authority. Employees are required to adhere to uniform standards as set by the respective agency. Employees are required to wear uniform in an appropriate manner; shirt buttoned and preferably tucked inside of pants, sleeves not rolled up, clean, and wrinkle-free.

### E. Religious Attire

Employees that have a concern with any aspect of the Dress Code policy due to religious beliefs should communicate it to his or her direct supervisor or the Department of Human Resources. If the employee makes a request for deviation from this policy based on religious belief, the City will attempt to make a reasonable accommodation.



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**IV. RESPONSIBILITY**

- All Department/Agency Directors or their respective designees are responsible for interpreting and enforcing dress and grooming standards in their agencies. Additionally, Agency Directors have the responsibility to inform and advise their employees of appropriate attire when meeting the general public, representing the City of Richmond, attending Board meetings, attending public hearings or any other time the Appointing Authority deems it necessary.
- Any employee whose appearance does not meet these standards will be counseled by his or her direct supervisor. If the appearance is excessively distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Time spent away from the office for this purpose may be charged to that employee's annual leave. Repeated disregard for this dress policy may result in disciplinary action up to and including termination.
- Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Questions or complaints that cannot be handled to an employee's satisfaction by his or her direct supervisor should be taken to the Department of Human Resources.
- Ultimately, the responsibility for appropriate attire falls upon the individual employee. We ask that you refer to this policy to determine what to wear.

**V. REGULATION UPDATE**

The Office of the Mayor and Department of Human Resources shall be responsible for modification of this Policy.

**APPROVED:**

**MAYOR**