

---

## CHAPTER VI. OFFICE PROTOCOL

---

### 601 Employee Dress Code

- 601.1 Employees are expected at all times to present a professional image to customers and the public.
- 601.2 Employees are prohibited from wearing revealing attire, torn clothing, halter tops, shorts, t-shirts, novelty hats or similar items of casual attire that do not reflect a professional appearance.
- 601.3 If an employee's dress in the workplace is not in compliance with this policy, the employee will be counseled by his /her supervisor.
- 601.4 Employees who do not comply with the OCFO dress policy may be directed to leave the office to change into more appropriate attire and will be charged annual leave or compensatory time during such absences, if the supervisor determines that such action is warranted under the particular circumstances. Repeated violation of the dress policy will subject the employee to disciplinary action.
- 601.5 Management may implement a "No Tie Summer" or "Business Casual Day" policy, when appropriate, as long as employees dress in a neat and clean manner and project a positive image.