**Professional Image Policy**

Department of Revenue Services employees are expected to project a neat, clean, well-groomed image in their personal appearance at all times, whether in the office or in the field. Particularly when dealing with taxpayers and visitors to DRS offices, it is expected that all DRS employees will present themselves in a professional manner, exercising good judgment when determining the appropriate attire for the occasion. If you have doubts about whether the attire you have chosen on a given day is appropriate for work, then it probably is not.

In an effort to provide more flexible guidelines for appropriate attire, employees have the option of wearing less formal business attire under certain circumstances. For example, on a day when you are working in the office and have no meetings and no face-to-face contact with the public, your dress can be more flexible. Men might choose to wear a button down collared shirt without a tie, khakis, and loafers. Women might wear slacks and a blouse, or a skirt and sweater.

Field employees who visit taxpayers should dress according to the standards for office dress at that place of business. If the taxpayer does not allow casual dress and more formal business attire is the norm, you should dress accordingly. If you are presenting a program to practitioners or taxpayers and representing the Department, you should present a more formal, professional appearance. If your position requires daily contact with the public in a customer service role, you should also dress more formally in order to present a professional image to the public.

Denim jeans (all colors) may not be worn except on Fridays. However, in some Divisions, such as the Mailroom and the Records section, you may be allowed to dress more casually on other days of the week due to the nature of your duties. Exceptions may also be made if you are engaged in more physically demanding work during the peak tax rush. Consult with your supervisor if you have questions about what is acceptable attire in your work unit.

Generally, appropriate professional attire includes:

***For Women***

* Dresses or suits
* Pant suits or slacks
* Skirts, split skirts, dress capris
* Blouses, collared shirts, and turtlenecks with or without blazers, sweaters, or vests
* Appropriate footwear such as pumps, flats, loafers, or clogs

***For Men***

* Business suits
* Dress slacks and sports jacket
* Ties, if appropriate
* Tailored khaki, corduroy or knit slacks
* Collared dress shirt or sports shirt, or turtlenecks with or without blazers, sweaters, or vests
* Appropriate footwear such as oxfords, loafers, or dress boots

The Commissioner has designated Friday as "Casual" Day. If Friday is not a workday for any reason, (holiday, inclement weather, or personal choice), no other day of the week may be substituted. On Fridays, employees may wear denim jeans, as long as they are neat, clean, and appropriate for the workplace. "Casual" does not mean "sloppy"! Jeans should not be excessively tight or baggy, worn, or frayed. It may be more casual, but your Friday attire should still be appropriate for work in an office setting rather than work in the backyard or a family outing at the beach.

The attire listed below is not acceptable for work. With the exception of denim jeans and golf shirts***, which may be worn on Fridays***, **all of the clothing listed here is inappropriate** ***at all times*** in the workplace***.*** This list is not all inclusive, and there may be other items of clothing not listed here that are equally inappropriate.

* Any type of clothing that is ripped, tattered, dirty, excessively wrinkled or baggy, or excessively revealing or provocative
* Clothing that is more appropriate for working outdoors. (e.g. flannel work shirts or heavy work boots)
* Dirty, ripped, or worn sneakers or shoes
* Blue jeans or any other color of denim jeans (permissible on Fridays only)
* Golf shirts (permissible on Fridays only)
* Shorts or Hot pants
* **T-shirts, tank tops, camisole or spaghetti strap shirts or undershirts**
* Sweatshirts
* Clothing specifically designed for exercise wear, such as sweat pants, spandex
* Leggings, and jogging suits
* Beach wear, including bathing suits and bathing suit cover-ups
* Clothing that reveals a bare back or midriff, halter or tube tops
* Flip flops/beach shoes or shower shoes
* Hats or caps (except for religious reasons)
* Any clothing containing writing, sayings, images, or pictures that is offensive or inappropriate for the workplace
* Body piercing on visible areas of the body, other than earrings (except for religious reasons)

Managers and supervisors are expected to ensure that their employees are adhering to the standards required under this policy. Employees who dress inappropriately will be counseled regarding appropriate attire and may be required to use accrued leave time to go home and change clothes, at the discretion of their supervisor. Employees who have been counseled and who continue to dress inappropriately may be subject to disciplinary action.

8/2015