



OC FAIR & EVENT CENTER POLICIES

DRESS CODE

Introduction

The OC Fair and Event Center (OCFEC) considers it very important that employees are well groomed, neat, clean and dress appropriately for their job function. In order to maintain this standard, a dress code must be followed that is appropriate to the work environment. OCFEC has adopted a casual business dress code, but some positions and circumstances may call for more formal attire or specific uniform standards as assigned. Appropriate dress and hygiene are important in promoting a positive, professional image to our customers, both internally and externally. A casual business dress code is a privilege and must be adhered to by all employees in order to retain the privilege. How employees dress and present themselves makes a statement about the organization in general.

Policy

Office Environment

While OCFEC observes a casual dress environment, there may be situations requiring more formal attire. When employees are conducting or attending meetings, seminars, roundtables, etc. where they come in contact with other business professionals, employees are expected to represent the organization in a professional manner and dress appropriately for conducting such business. Employees should know their audience, remember what they represent and dress accordingly.

Uniform Environment

When required to wear a uniform as a condition of employment, employees are to adhere to the guidelines established by their department. In these cases, the uniformed standard of dress is required to promote a safe and productive work environment, and/or to identify employees as a member of their department. Employees who fail to report to work in the complete uniform as required may be sent home without pay at the discretion of their supervisor. When employees are conducting or attending meetings, seminars, roundtables, etc. where they come in contact with other business professionals, employees are expected to represent the organization in a professional manner and dress appropriately for conducting such business.

General Guidelines for Everyone

It is the policy of OCFEC to provide a professional work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are **NOT ACCEPTABLE**:

- Wearing of any item that is detrimental to the positive image of OCFEC
- Wearing of any item that promotes a personal or political cause
- Clothing with advertisements or slogans, other than the approved OCFEC logo
- Clothing or shoes that have holes or are frayed
- Clothing not suitable for a professional work environment such as beachwear, work-out attire, sweats, strapless shirts, halter tops, spaghetti straps, excessively loose/baggy or excessively tight/form fitting clothing

- Wearing of shorts unless allowed as part of a department's uniform or specifically approved by the department supervisor
- Clothing that is sexually provocative, revealing or of an unprofessional length
- Clothing with profanity, nudity, drug or alcohol references, sexual references or otherwise potentially offensive slogans, cartoons, drawings, etc.
- The observable lack of undergarments or exposed undergarments
- Visible tattoos that are offensive in content or project an unprofessional image
- Visible body piercings other than the ears
- Hair color that falls outside the range of natural hair tones

Compliance

These guidelines are in place and will be enforced equally for all employees in all departments. Department Leads and Supervisors are responsible for ensuring their employees are in compliance. Where an employee's clothing is questionable, the Department Lead or Supervisor has first discretion and will follow the normal chain of command. Issues of non-compliance are to be reported to the Department Lead or Supervisor.

Supervisors reserve the right to send employees home to change into something more appropriate, if found to be in violation of any part of this policy. Employees will be required to clock out and will not be paid for the time spent away from work for this reason. In addition, employees will be subject to further corrective action for violations of this policy.

Employees may contact their supervisor or Human Resources for further clarification on what constitutes appropriate workplace attire.

As of 4/8/2010