

WORKPLACE DRESS CODE

Objective

LSSD strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, LSSD supervisors may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

Procedures

All LSSD staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance is an ongoing requirement of employment with LSSD.

Supervisors will communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire will be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Specific requirements

Front desk security and maintenance staff will be required to meet special dress standards required for their respective positions as noted below:

- **Front Desk Security Staff:** All staff will wear black, blue, green, or red polo shirts (women may wear blouses) with the company logo embroidered along with the title, "Security," and first name. Either khaki or black long pants (short pants are not permitted) are permitted. Women have the option of wearing a skirt or pants (colors as above). LSSD will supply an initial allocation of 10 polo shirts or blouses (combination of long and short sleeves of the employee's choosing) and 2 pair of pants/skirts. Thereafter, shirts/blouses and pants/skirts will be replaced as they become unserviceable through normal wear and tear. Clothing will be clean and wrinkle free. When entering resident apartments, front desk security staff will utilize personal protective equipment (PPE) as directed to include, but not limited to, gloves and dependent on the circumstance, face covering.
- **Maintenance Staff:** All staff will wear uniforms to include a combination of black polo shirts with company logo embroidered with the title, "Maintenance," and first name. Maintenance personnel will wear khaki long pants. LSSD will contract with an outside agency to provide shirts and pants and to provide a laundry service. Both pants and shirts will be clean and wrinkle free when report for duty. Replacements will be made when uniform items become unserviceable through normal wear and tear. Maintenance staff will utilize PPE when entering apartments and performing general maintenance duties when such is required as directed by the Director of Maintenance. Personal protective equipment may include, but not limited to, wear of gloves, N-95 respirator, and gowns/suits.

Male administrative staff will be permitted to wear collared shirts and pants of their choosing so long as the attire meets the "appropriate wear" standards listed below. Women will be permitted to wear tops and either pants or skirts of their choosing so long as the attire meets the "appropriate wear" standards listed below. Administrative staff will be provided three (3) polo shirts or blouses consisting of the colors, and shades, indicated above for security staff annually which will have the company logo, first name, and title embroidered. When not wearing company logo shirts, administrative staff will wear an identification device which displays first name and title. PPE will be worn as the circumstance dictates.

At the discretion of the department supervisors, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Reasonable accommodation for religious beliefs and disability

LSSD recognizes the importance of individually held religious beliefs to persons within the workforce. LSSD will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Requests for accommodation will be reviewed with the employee requesting such an accommodation by and through engaging in the interactive process. LSSD may seek clarification of a sincerely held religious belief through discussion with the employee, review of written materials, and/or discussion with clergy (if available). Employees requesting an accommodation will be required to make a written request using a "Request for Accommodation" form.

An employee with a disability can also request modification of the company dress and appearance policy as a reasonable accommodation. For example, an employee may ask to wear sneakers instead of dress shoes due to a foot condition that is a result of diabetes. Or an employee may ask to wear a different uniform shirt because of a severe allergic reaction to the material of the standard uniform shirt. Like with any reasonable accommodation, an employer must permit the exception unless it creates an undue hardship for the organization. A note from the employee's healthcare provider recommending such an accommodation will satisfy the requirement for documentation.

Please refer to specific policies regarding religious and disability accommodation which can be found in the employee handbook.

Dress requirements when on-call

When responding to urgent or emergent issues during off-duty hours (maintenance repairs, medical or fire response), general guidelines contained in the workplace dress code are waived so long as clothing worn does not violate general safety principles. For example, a maintenance staff member called in for a repair will not respond in shorts and a tank top; however, it is acceptable for that staff member to respond in jeans and a t-shirt. The same holds true for administrative staff picking up an item from the office or working in seclusion.

Casual or dress-down days

Friday of each week will be designated as a casual/dress down day for administrative staff; this does not apply to maintenance or security staff. On casual days, staff will be permitted to wear jeans. If an administrative staff member is scheduled to meet with the Board of Directors, an outside government agency, or a vendor, it is not appropriate to dress down.

General guidelines for personal attire

The following guidelines apply to everyday attire for administrative staff and includes the wear of jeans on casual dress down days...jeans are not permitted other than Friday's of each week.

Appropriate

Inappropriate

Slacks

- Khakis or corduroys
- Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing)
- Skorts, capris, leggings without design

- Sweatpants, exercise wear
- Shorts, low-rise or hip-hugger pants or jeans

Shirts

- Polo collar knit or golf shirts
- Oxford shirts
- Company logo wear
- Short-sleeved blouses or shirts
- Turtlenecks
- Sweaters

- Shirts with writing (other than company logo)
- T-shirts or sweatshirts
- Beachwear
- Exercise wear
- Crop tops, clothing showing midriffs, spaghetti straps

Shoes

- Boating or deck shoes, moccasins
- Casual, low-heel, open-back shoes (e.g., mules, sling backs)
- Sandals may be worn by administrative staff; however, closed toe shoes must be worn when entering a resident apartment or walking through any of the facility industrial areas

- Thongs, flip-flops
- Athletic shoes, tennis shoes, Croc-like sandals (tennis shoes may be worn on casual days or if authorized by a healthcare provider as an accommodation)

Business attire

Business attire will be worn when meeting

with the board of directors, participating in a legal or government hearing, and/or attending functions/meetings hosted by dignitaries (business executives, politicians, HUD executives). The following guidelines apply to business attire:

- For men, business attire includes a long-sleeved dress shirt, tie, and tailored sport coat worn with dress trousers (not khakis) and dress shoes.
- For women, business attire includes tailored pantsuits, businesslike dresses, coordinated dressy separates worn with or without a blazer, and conservative, closed-toe shoes.

Jewelry and Tattoos

LSSD permits employees to wear jewelry or to display tattoos at the workplace within the following guidelines. Factors which determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:

Personal safety of self or others, or damage to company property.

Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.

Addressing workplace attire and hygiene problems

- Violations of the policy can range from inappropriate clothing items to offensive perfumes/cologne and body odor. If a staff member comes to work in inappropriate dress, exudes an odor of perfume/cologne about which a complaint has been filed, or if a foul odor is emitting from a staff member, the supervisor must meet with the staff member, discuss the issue, and arrive at a reasonable solution. In the matter of foul odors emitting from a staff member do not assume that the issue is attributable to poor hygiene, there may be a medical condition causing the odor.
- If an employee complains that another employee's use of perfume or cologne aggravates a documented medical condition, the supervisor must address this with the offending employee and explain that he/she must cease the use of perfume/cologne while in close proximity of the complainant.
- If an employee presents for duty wearing inappropriate or prohibited attire, the supervisor will direct that the employee change his/her clothing in order to comply with attire standards. Any time lost changing clothing by an hourly employee will not be paid.
- Violations of the workplace dress code and hygiene policy may result in corrective/disciplinary action up to and including termination of employment.