**Volunteer Personal Appearance Guidelines**

Dauphin County Library System, hereafter known as The Library, strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, The Library requires volunteers to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, The Library staff 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.

Volunteers are expected to present a professional, businesslike image to members, business associates, visitors, co-workers, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of volunteering with The Library.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to volunteers. Any questions about the department’s guidelines for attire should be discussed with the immediate supervisor.

The Library recognizes the importance of individually held religious beliefs to persons within The Library. The Library will reasonably accommodate a volunteer’s religious beliefs in terms of workplace attire and appearance unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire and appearance may be difficult in light of safety issues for volunteers. Those requesting a workplace attire or appearance accommodation based on religious beliefs or medical necessity should be referred to the Human Resource Department.

Any volunteer who does not meet the attire or grooming standards set by his or her department will be asked to change into conforming attire. If a volunteer’s poor hygiene or use of too much perfume/cologne is an issue, the volunteer may be required to go home, properly groom, and return to volunteer.

The following list is to provide guidance but is not intended to be all-inclusive. If ever in doubt, think business first, and casual second.

**Clothing must be clean and free of rips, tears and fraying;**

**cannot be excessively tight or revealing.**

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| **Appropriate** | **Inappropriate** |
| ***Slacks*** | |
| * Casual pants * Khakis, chinos or corduroys * Jeans * Capris, crop pants * Dress pants | * Sweatpants, exercise wear * Cargo pants * Leggings (except under a dress or tunic top that extends to the knee) * Low-rise or hip-hugger pants or jeans |
| ***Shirts*** | |
| * Polo collar knit or golf shirts * Oxford or collared shirts * Shirts or T-shirts with writing * Shirts or blouses (long & short-sleeve) * Sleeveless dress shirt (women’s) * Turtlenecks or crewnecks * Blazers or sport coats * Jackets, sweaters, cardigans, sweatshirts | * Beachwear * Tank tops, spaghetti straps or halter style (unless worn under appropriate shirt item) * Exercise wear * Crop tops, clothing showing midriffs |
| ***Shoes*** | |
| * Boating or deck shoes, moccasins * Sandals, open-toe shoes, slides * Casual, low-heel, open-back shoes (e.g., mules, sling backs) * Sneakers, tennis shoes * Dress shoes or dress boots * Loafers | * Flip flops, beachwear shoes * Croc-like sandals, rubber/casual |

***Other***

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| * Dresses (length not more than two finger-widths above the knees while standing) * Denim clothing (any kind) * Pant Suits * Shorts & Skirts (length not more than two finger-widths above the knees while standing) * Piercings:   Ears – Earrings must be professional in appearance & meet safety standards.  Nose - Tiny stud only | * Any clothing with political statements or inappropriate language or graphics * Hats, billed caps * Revealing clothing * Piercings – other * Manager/Supervisor in charge may ask that tattoos be covered while working |