

Dress Policy

For

Chatham Trades, Inc.

February 2022

Dress Policy Record of Changes

Description of Changes	Date	Review/Revision by
Revised	9/29/2010	Board of Directors
Reviewed	8/10/2020	Jessica Godfrey
Reviewed	1/21/2021	Jessica Godfrey
Revised	4/7/2021	Jessica Godfrey
Reviewed	2/9/2022	Jessica Godfrey

The following dress policy has been adopted to maintain a safe and professional environment for our services. Employees shall include all staff, consumers and volunteers.

GENERAL

Employees are expected to wear sturdy, casual and comfortable work clothing. Halter tops, spaghetti strap tops, and off-the-shoulder tops are not to be worn. Employees shall not wear open toed or high heeled shoes past the office area. Shorts, no more than three (3) inches above the top of the knee, may be worn on the work floor. Culottes, skorts, etc., may also be worn on the work floor. Dresses or skirts should reach at least the top of the knee in length. Trousers may also be worn on the work floor. On jobs that pose a potential risk of injury, personal protective clothing (aprons, gloves, etc.) should be worn and will be provided.

All employees are expected to maintain the highest level of personal hygiene while they are employed at Chatham Trades.