



State of Oklahoma
Office of Management and Enterprise Services
Policies and Procedures
Dress Code

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Approved: Denise Northrup, OMES Director	Approval Date: 04/04/2018

Policy

All Office of Management and Enterprise Services (OMES) employees are expected to wear clothing that is appropriate for the job and work site. Clothing and appearance should be neat, clean, in good business taste, and shall not constitute a safety hazard. OMES is a professional organization that interfaces with other state agencies and the business community. As such, employees shall make reasonable efforts to project a professional public image. The following standards of dress code are established to provide direction for employees in order to maintain the professionalism that OMES advocates.

Procedure

Employees shall practice good personal hygiene, select attire that is clean and in good repair, and present a professional image. Management may make exceptions for special occasions, and will work with Human Capital Management (HCM) to determine whether attire is unprofessional on a case-by-case basis.

Examples of professional attire include, but are not limited to:

- Business suits, blouses, shirts, skirts, pants, ties, dresses;
- All shirts with collars, including casual shirts and blouses, golf and polo shirts;
- Slacks and trousers;
- Sports jackets;

- Footwear designed for business purposes;
- Appropriately fitting clothing.

Examples of unprofessional attire include but are not limited to:

- Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful;
- Dresses or blouses that are backless, strapless or have spaghetti straps unless such garments are covered by another article of clothing (e.g., a sweater or jacket);
- Tank or muscle tops unless such garments are covered by another article of clothing (e.g., a sweater or jacket);
- Sheer or mesh clothing that exposes undergarments or midriffs;
- Overpowering fragrances;
- Excessive visible body piercing;
- Tattoos that are offensive 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;
- Athletic shoes;
- Flip-flops.

Safety

Employees shall not wear clothing that is unsafe. Shoes should be selected for safety and comfort and be otherwise appropriate for a work setting. Accessories such as rings, necklaces, bracelets and earrings shall not be worn if they present a potential safety hazard.

OMES may institute more stringent dress requirements for reasons of safety.

Uniforms:

Some employees may be required to wear OMES-issued uniforms in the performance of their duties. If uniforms are required, they will be supplied by the agency. These uniforms are to be worn during regular working hours. Upon separation from the agency, all uniforms are to be returned to the agency.

Badges

Employees shall wear their state-issued badge at all times. The badge shall be worn in a manner in which the employee's picture is visible.

Exceptions

The maintenance and IT/service staff of our agency that install or do other physical labor, shall wear clothing suitable to their jobs and to their work site. All clothing in these instances must adhere to the casual attire dress code.

An exception may also be granted based upon a medical or health condition. The request must be reviewed and approved by the supervisor and Human Resources.

Casual attire

Employees may wear casual attire on Fridays of each week. Employees may be permitted to wear casual attire at other times such as in accordance with the State Employee Charitable Campaign or as an employee reward. These exceptions are subject to approval by the OMES Director.

Casual attire does not mean that employees may look sloppy or unprofessional. All employees shall look professional at all times.

Casual attire does not apply when meeting with representatives at the State Capitol or other agencies, as well as when making presentations.

Examples of acceptable casual attire include, but are not limited to:

1. Jeans without holes, frays, etc.;
2. T-shirts; Solid or print with a collar.
3. Casual footwear, which may include athletic shoes depending on the job duties.

Examples of unacceptable casual attire include, but are not limited to:

1. Shirts with inappropriate depictions;
2. Tank tops, muscle shirts and crop tops;
3. Shorts above the knee;
4. Flip-flops.

An employee unsure of what is appropriate should check with a supervisor, manager or HCM.

Supervisors shall provide guidance as to proper attire and grooming. Supervisors must send an employee who reports to work in violation of the established dress requirement home with instructions to change into acceptable clothing and return to work. The employee will be required to use annual leave or leave without pay for the period absent from work.