



2.4 DRESS AS A ROLE MODEL

Due to the nature of our work in supporting vulnerable people in their local community, it is important that LADD employees reflect positively on the people they are supporting. Employees should note that their appearance matters and affects the people receiving supports, parents, guardians, the community, visitors, etc. An employee's appearance can create a positive or negative impression that reflects on the people we support and our company.

As part of employee performance, it is expected that employees take pride in their appearance and strive to achieve a positive business-like image when representing the company. Employees are expected to dress in a manner to reflect the nature of their current position and to reflect the activities in which they are engaged. They may be asked to dress according to the activity they are being paid to support the individual in attending, i.e., dances, festivals, exercise classes, etc.

Employees are role models for the people we support, and employee dress should reflect as such, i.e. if wearing leggings or yoga pants, employee should be ensuring their top is long enough to cover bottom areas. Shirts should not be tight or reveal excessive cleavage and should be long enough to cover mid-section when raising arms above head, belt line, or when bending over. Pants should not be sagging and revealing undergarments. Shorts should be long enough in length as to not show bottom areas. Tank tops should not be revealing bra straps, etc.

Employees are expected to arrive for work adhering to commonly accepted standards of hygiene, cleanliness and grooming. The people we - support have different disabilities and past experiences that may cause a reaction to the way an employee may look and/or even smell, i.e., specific scents of cologne, perfume, etc. may cause a negative reaction including re-traumatization.

It is important that employees keep the people they support safe as well as themselves; therefore, due to the nature of our work, employees may also be asked to wear looser fitting or less revealing clothing, no jewelry, piercings or items that may be grabbed based on the needs of the people being supported. It is important that employees limit personal accessories; jewelry, body piercing or fragrances/odors. These items should not compromise health, sanitation or safety. Wearing these items is at an employee's own risk, including replacement value. Additional items of personal style, such as long fingernails, that interfere with the welfare of the people we support may be restricted for health and safety reasons. Employees may be asked to cover or remove earrings, stud or items that may put the employee or the person supported at risk for harm.

Rubber soled shoes are encouraged. The wearing of flip flops or sandals is program specific, and up to Management's discretion. Employees are not allowed to work with bare feet due to their responsibility to provide safety and evacuation as needed to the people they serve and support. Management reserves the right to require a specific dress code based on the needs of the job. Wearing slogans or symbols, for example on t-shirts or badges, which are discriminatory (e.g. racist or sexist) or offensive is not allowed.

Any employee who is unable to meet the above guidelines due to religious, personal issues, etc. must contact the Human Resources Director to discuss options for accommodations.