



# POLICY

## DRESS CODE

Date:

October 18, 2021

By Direction Of:

Lucas M. Miller, State Inspector General

### A. Purpose & Scope.

The purpose of this policy is to define the Office of State Inspector General's (OSIG's) policy concerning workplace attire.

### B. Definition(s).

*Workplace* – Any commonwealth owned or leased property, location where commonwealth business is conducted or site, including their alternative worksite for telework, where an employee is considered "on duty." Commonwealth vehicles or private vehicles being utilized for commonwealth business are included in this definition.

### C. Policy.

All OSIG employees must conduct official OSIG business in appropriate attire and maintain a professional appearance. Dress must be consistent with duties and responsibilities. Attire may not be disruptive to fellow employees or to the image of the OSIG. Employees will not wear anything that is detrimental to the image of the OSIG.

The goal of the OSIG is to provide a workplace environment that is comfortable and inclusive for all employees. Employees will not wear anything that other employees might find offensive or that might make coworkers uncomfortable. This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity.

OSIG employees are required to be groomed and attired appropriately for their assigned positions. All attire must be neat, clean, presentable, and in good condition.

In general, employees who conduct official OSIG business at OSIG Offices, County Assistance Offices and/or meet with the public must dress in business casual attire. Business casual is defined as collared or polo shirts, jeans (in good condition, free of tears, fading, fraying, etc.) capris, khakis, sweaters, corduroy pants, leggings worn with a tunic or skirt/dress of appropriate length, and casual and/or dress shoes and sneakers.

OSIG employees who do not regularly interact with the public as a routine part of their jobs may dress in business casual attire.

While teleworking, OSIG employees must dress appropriately for all meetings via Teams or other medium.

While attending court appearances at either the Federal District Court, Court of Common Pleas or at magisterial district judge offices, or in meetings with federal, state, and local officials, employees must wear business attire. Collared shirts, dress shirts and ties, dress pants, business suits, dresses, spaghetti strap dresses/tops worn with a cardigan or blazer, pant suits, blazers, skirts, sweaters, and dress shoes are some examples of what is considered acceptable business attire.

Clothing considered to be inappropriate for a business environment includes, but is not limited to, the following: shorts; tank tops; midriff/crop tops; halter tops; ripped, stained, dirty, or tattered clothing; sweatpants or workout attire; athletic leggings; visible undergarments; revealing garments; t-shirts; clothing which displays inappropriate graphic, pictorial, or written expression; and beach sandals (including flip flops or crocs). All skirts and/or dresses should be no shorter than 2 inches above the knee.

The Office of State Inspector General may temporarily suspend dress code provisions for special events at its discretion.

Repeated violations of this dress code policy may result in disciplinary action.

**D. Additional Information.**

For further information relating to appropriate attire in the workplace contact your immediate supervisor.