

Dress Code Policy

Oklahoma Historical Society

Effective Date of Policy: practice until board approval	Next Scheduled Review: 10/1/2022
Last Reviewed: n/a	Board Approval Date: pending
Revision Date: n/a	Reviewed by: Deputy Executive Director and Executive Director

Policy

All Oklahoma Historical Society 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. 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 professionalism.

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 Resources to determine whether attire is unprofessional on a case-by-case basis.

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.

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

Uniforms

Some employees may be required to wear 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 if such a badge has been issued. The badge shall be worn in a manner in which the employee's picture is visible.

Exceptions

The maintenance and housekeeping staff of our agency that does physical labor, shall wear clothing suitable to their jobs and to their work site.

Staff members working at a living history event or program are exempt from this policy when dressed in time period attire. Further details related to appropriate attire for living history events and programs shall be determined at a supervisor level.

Dress for your Day

What does “Dress of your Day” mean? Simply defined, please dress appropriately for your day taking into account the people you are meeting with (or may be meeting with at a drop of the hat).

For example:

If you have a big day. Meetings with vendors, legislators or agency leads, you might wear something like a dress or a suit, or maybe even dressy jeans and a blazer. If your day is more low-key, jeans and a nice polo or a sweater might be the answer.

If you would like to continue to dress in business casual or business attire, go right ahead! It is about dressing appropriately for your day and wearing what makes you confident and comfortable in a good-judgment kind of way.

The list below contains examples of items that are NEVER acceptable while at or representing OHS, exceptions based on supervisor’s discretion.

- Heavily worn shoes, or rubber flip flops.
- Clothing with potentially offensive graphics or words.
- Shorts, sweats, workout clothes or jogging suits.
- Hats or caps, unless medically necessary and job safety (mowing or outside maintenance).
- Jeans or pants with excessive holes, frays or cuts.
- Leggings unless worn with an appropriate length dress, skirt or top.
- Halter tops, sheer or revealing clothing (bare midriffs, short miniskirts, tube tops).
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater.
- No obscene visible tattoos.

An employee unsure of what is appropriate should check with a supervisor. 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. Human Resources will work with supervisors to determine whether attire is unprofessional on a case-by-case basis.