

POLICY:

Chatham Area Transit Authority requires all employees to present a professional image to the public and clients. Accordingly, each employee is required to present a clean and neat appearance and to wear appropriate attire while at the office, conducting Chatham Area Transit Authority business, or representing the Authority at outside functions.

Chatham Area Transit Authority has adopted a Business Casual Dress Policy as our dress standard; however, there may be times when more customary business attire would be appropriate, for example, when visiting clients, or representing the Authority at an outside community function. Where certain items are worn to conform to religious requirements, they will be permitted within reason at the discretion of management.

POLICY SPECIFICS:

The lists below are provided for illustrative purposes only. The list is based upon the Authority's strong desire to maintain a professional atmosphere.

Acceptable attire includes:

- Dress pants, Khakis, Skirts, Dresses, Dress Shirts, Sweaters, Blouses, Collared Shirts, Polo type shirts, Blazer/Sport Coat, Loafers, Dress Shoes.

Unacceptable attire and appearance includes:

- Jeans, Shorts, Sweatpants, Athletic Attire, Sweatshirts, T-Shirts, Athletic Shoes and any attire which exposes an employee's mid-riff or undergarments. Jewelry may be worn provided it does not present an unprofessional appearance or create a safety hazard.

At the discretion of management, Friday's may be designated as a casual dress day in which employees are permitted to wear jeans or specialty attire. Casual Friday is a privilege that is offered to provide a more comfortable and relaxed work atmosphere. Casual Friday is optional and may be eliminated at any time. Employees do not have to dress in casual attire on Fridays.

APPLIES TO:

All non-union employees of Chatham Area Transit Authority.