**Christian Family Care Dress Code**

The appearance of CFC employees is always expected to reflect modesty and discretion. Staff has a responsibility to maintain a consistent Christian testimony in dress and lifestyle in the office and community. The community and office visitors gauge the quality of CFC by the attention we show to personal appearance and attire. Each employee personally represents CFC and is required to dress in an appropriate manner.

CFC has a business (professional) casual dress code during all regular work days, weekend work hours, and including training and orientations. Below is a general overview of acceptable business casual attire. No dress code can cover all contingencies, thus employees are expected to use personal judgment and discretion in choice of clothing. Employees who are uncertain about acceptable attire should ask their supervisor or Human Resources.

When an employee’s clothing does not comply with these standards, as determined by the employee’s supervisor or Human Resources, the supervisor should address his/her concerns directly with their employee. These corrective actions also include situations where an employee is exercising poor hygiene (including offensive body odor) and/or is wearing excessive amounts of perfume/cologne. If continued coaching fails to bring the desired response, the supervisor may initiate disciplinary action or ask Human Resources to become involved in the situation.

**Guidelines: Acceptable clothing for all regular work days, weekend work hours, including trainings and orientations.**

**For Women:**

* **Pants:** Long pants including capri and cropped pants which extend at least one (1) inch below the knee when standing straight. Denim (AKA jean) pants must be dark wash and have no rips (as an intentional design-feature or otherwise), garish embellishments, or frayed edges. All pants must be neat, clean, and wrinkle-free.
* **Tops, and Blouses:** Clean and neat shirts, knit tops, and blouses should be wrinkle-free. For women, sleeveless shirts and blouses that are dressy are acceptable as long as they don’t appear to be “workout attire”. Undergarments should not be exposed when wearing a sleeveless top. Men’s knit shirts must be collared. No sleeveless shirts for men are allowed.
* **Skirts and Dresses:** Clean and neat dresses and skirts should be wrinkle-free. Hems can be no higher than two (2) inches above the knee as measured when standing straight and without pulling the garment down. Any slit or separation of the fabric must also be no higher than two (2) inches above the knee.
* **Shoes:** Dress shoes, nice and clean casual shoes (not including sneakers), and dressy open or closed toe sandals.

**For Men:**

* **Pants:** Wrinkle free clean pants, slacks or denim jeans that are dark wash with no rips or frayed edges.
* **Shirts:** Clean and neat wrinkle-free short or long sleeve shirts. Knit shirts must be collared and have sleeves.
* **Shoes:** Dress and casual shoes or loafers.

**For Men and Women:**

* **Prohibited clothing**: Excessively tight and/or revealing clothing of any kind, clothing that reveals undergarments, shorts, t-shirts (unless worn under another shirt/jacket), athletic attire, athletic shoes (AKA sneakers), flip-flops, work boots, hiking boots, baseball caps, sundresses (unless it meets the hem rule above and is paired with a sweater or other cover-up), tank top or spaghetti strap top, and sweatshirts or hoodies.
* **Tattoos and Piercings:** Tattoos are expected to be covered up when reasonable possible to do so. Visible tattoos and piercings are expected to be tasteful and not compromise professional appearance.

**Guidelines: Acceptable clothing for community events or when meeting with others in court, church, government offices, or other professional settings.**

When representing CFC in the community, your dress and appearance should reflect the professionalism of our organization. Men’s shirts should be long sleeved and tucked in. If appearing at the capitol, ties for men are required and suit or sport coat is optional. Women’s attire for community events should be dresses, skirts or dress pants with conservative shirts or blouses.

All dress code guidelines listed above for regular work days are acceptable, with the exception of denim. Denim should not be worn to a community event or when meeting with others in court, church, government offices, or other professional settings.