Policy:

The Mid-Missouri Supported Living, LLC, dress code policy applies to all positions within the company. It is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

Comments:

Dress Code Standards – All Employees

- Employees are expected to dress in relaxed casual or business casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance with good hygiene and be free from offensive/foul odors. Everyone is expected to be well-groomed and wear clean wrinkle-free clothing, free of holes (distressed is okay if not overly distressed), tears, and stains or other signs of wear.
- Clothing with offensive wording or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.

Examples of inappropriate clothing are:

- Anything see-through (wear a camisole or undershirt underneath it).
- Anything that's too tight, too short, or too baggy.
- Shorts/skirts should be no more than three inches above the knee.
- Anything that shows off your back, your chest, too much cleavage, or your stomach.
- Visible undergarments.
- Pajamas.
- Crocs, flip-flops, or house shoes.
- Anything you would wear to the gym.
- Torn, dirty, frayed or ripped clothing, including jeans.
- Headgear other than a cap.
- Any clothing/jewelry that may hinder an employee in the performance of their required duties as determined by management.
- Anything not specifically listed that is deemed inappropriate by management.

Specific Dress Code Standards – Administrative Offices

- No house shoes.
- No pajamas
- Yoga pants or leggings unless worn with a dress or shirt that covers the bottom.
- No clothing of any kind that is too tight, too short, or too revealing.

Specific Dress Code Standards – Residential ISL's

- No house shoes, flip-flops, or open-toed shoes
- No pajamas.
- Yoga pants or leggings unless worn with a dress or shirt that covers the bottom.
- No clothing of any kind that is too tight, too short, or too revealing.

Specific Dress Code Standards – Day Programs

- **The following is appropriate attire:**
  - Mid Missouri Supported Living, LLC, t-shirts are preferred.
  - Jeans or khaki (long or short) of appropriate length (3" above the knee) with minimal distress.
  - Athletic/jogging pants or shorts.
  - Closed toed shoes.
  - Baseball caps are acceptable.

- **The following is considered inappropriate attire:**
  - No house shoes, flip-flops, or open-toed shoes.
  - No pajamas.
  - No clothing of any kind that is too tight, too short, or too revealing**.**

Dress Code Violations

Managers or supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL