

DRESS CODE

I. Purpose

This policy will define expectations regarding personal appearance and demeanor while at work as an employee of the Zoo. Standards set will be in the interest of best business practices and efficient operations.

II. Scope

This policy will apply to full and part time employees. This is a general overview of appropriate appearance and attire. Items that are not appropriate are listed, too. Neither list is all-inclusive and both are open to change. Departments are expected to adopt protocols to specify uniform, appearance, and demeanor standards appropriate for their workgroup.

The Zoo is ultimately a business. In the interest of not creating any distraction for Zoo guests from the best Zoo experience possible, all aspects of dress code, both at the organizational and departmental levels, should avoid permitting extremes in dress, hair color, makeup, perfume, cologne, body art and jewelry.

III. Rules

A. *Business Casual Dress*

Employees that work in workgroups or roles in which no uniform is required will be expected to adhere to a business casual standard of dress. Business casual is a style of clothing less formal than traditional business wear, but that still provides a professional and businesslike impression.

For the Zoo, casual dress will include the following:

Pants:

Appropriate pants include slacks, Dockers and Docker-like pants, and dressy capris.

Inappropriate pants include jeans (denim), sweatpants, yoga pants, shorts (except as allowed in departmental protocols as a part of a uniform requirement), leggings worn as pants, and spandex.

Exceptions will be made to allow for jeans (denim) to be worn on casual Fridays.

Skirts & Dresses

Appropriate skirts and dresses include those that reach the knee or just (no more than 1") above the knee.

Inappropriate skirts and dresses include those shorter than 1" just above the knee when standing, skorts, sun dresses, beach dresses, and spaghetti strap dresses.

Shirts

Appropriate shirts include sleeved shirts, sweaters, and sleeveless blouses or dresses designed for business wear. Most suit or sports jackets are also acceptable.

Inappropriate shirts include sweatshirts, sleeveless/strappy summer tops, midriff exposing shirts, T-shirts (unless solid in color and under a sweater or jacket), and any shirt with offensive words or imagery.

Shoes and Footwear

Appropriate shoes and footwear include all closed toes shoes, open toe heels, and sandals that are secured to the foot (heel/ankle pieces present). Employees should select their footwear with their daily tasks in mind.

Inappropriate shoes and footwear include tennis shoes (except when a designated part of the departmental uniform), flip-flops, house slippers.

Casual Fridays

On Fridays those permitted to wear business casual dress will also be permitted to wear jeans, tennis shoes, and/or Zoo T-Shirts.

B. Uniforms

Departments that do not adopt the business casual dress standard will adopt a uniform protocol. Employees subject to a uniform protocol will receive a copy of that protocol from their department.

Uniforms will be comprised of the following:

Shirts – A Zoo logo golf shirt or T-shirt or an approved event T-shirt.

Pants – Pants or shorts that are tan, light brown, olive green or khaki in color. Shorts should be longer than employee's finger tips when standing with arms relaxed at his/her side.

Shoes – Closed toe and closed heel

Hats – A Zoo logo hat or a hat of solid color with no imagery

Outerwear – A Zoo logo fleece or jacket

C. Adornment and Hygiene – All Employees

Appropriate jewelry will be in good taste and adorn limited visible body piercings. Department protocols may specifically limit the number of visible piercings based on safety and/or business needs.

Inappropriate jewelry is any that compromises the safety of the employee based on assigned work tasks, is offensive, or serves to distract guests from their Zoo experience.

Appropriate hair color and hair styles include those are well groomed and natural. Moderate deviations are permissible.

Inappropriate hair color and styles include those that are not well groomed, extreme, and that deviate significantly from natural hair color.

Appropriate hygiene includes reporting to work clean and kempt, to include the presentation of clothing worn. Moderate perfume and/or cologne is permissible.

Inappropriate hygiene includes reporting to work unclean or unkempt, to include the presentation of clothing worn. Extreme perfume and/or cologne should also be avoided.