



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT PROFESSIONAL APPEARANCE IN THE WORKPLACE	POLICY NO. 609.08	EFFECTIVE DATE 02/02/2010	PAGE 1 of 4
APPROVED BY:  Director	SUPERSEDES 609.08 02/02/2010	ORIGINAL ISSUE DATE 02/02/2010	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 This policy is intended to clarify County Code 5.72.010 - Suitable clothing to be worn and to implement the provision of County Policy, Procedure and Guidelines 512, Professional Appearance in the Workplace. Department of Mental Health (DMH) employees are required to wear clothing suitable to their occupations, as determined by this policy. Employees shall furnish and maintain in suitable and appropriate condition such clothing and associated articles at their own expense. Employees should maintain a neat and professional appearance in the performance of their duties.

POLICY

- 2.1 DMH provides a wide variety of programs and services and the professional image of its employees is critical to the success of its mission. DMH continues to build a client-centered, family-focused and recovery-orientated system of mental health care. Therefore, this policy on professional appearance is intended to:
 - 2.1.1 Foster respect and earn the confidence of our clients, contract providers, the public, vendors and fellow employees.
 - 2.1.2 Promote a positive work environment and limit distractions.
 - 2.1.3 Ensure safety and security while working.
- 2.2 DMH respects the diversity of its employees and its workforce. This policy provides guidelines on dress and appearance appropriate to the nature of the work environment, nature of work performed, involvement with the service provided to the public, and/or other circumstances or business needs as defined by the Director.

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- 3.1 All DMH Employees are expected to abide by the following standards:
 - 3.1.1 Present a neat, clean, and professional appearance in performance of their duties at all times based on work assignment and/or work location.
 - 3.1.2 Dress in a manner that will not hinder their ability to effectively complete their work assignments, including consideration of the communities served, client expectations, business needs or standards of the Department, and the employee's safety.
 - 3.1.3 Practice personal hygiene that does not interfere with clients, the public and/or co-workers in their work environment.
 - 3.1.4 Be mindful of, and dress appropriately for, meetings and appointment with clients, contract providers, vendors, and other outside agencies.
 - 3.1.5 Wear official photo identification badges and uniforms (where applicable) in the performance of County business and in all County facilities in order to be identified as legitimate County representatives.
 - 3.1.6 Abide by specific dress requirements intended to ensure job related safety such as when working in a medical facility or in the field.
- 3.2 Except as noted or approved by the Director, DMH employees may **not** wear the following:
 - 3.2.1 T-shirts or clothing articles that may create a hostile or abusive work environment, such as sexually suggestive cartoons, pictures, or words
 - 3.2.2 Denim pants or jean-style pants of any color (except as noted in section 4.2 of this policy)
 - 3.2.3 Pants below the waistline or low-rise pants showing undergarments
 - 3.2.4 Low front tops, halter tops, bare midriffs
 - 3.2.5 Flip-flop styled sandals



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- 3.2.6 Athletic wear (e.g., gym or sweat pants, leggings, jogging outfits, shorts, spandex) worn during work hours
- 3.2.7 Torn, frayed, or ripped clothing
- 3.2.8 Excessively tight fitting or oversized (baggy) garments
- 3.2.9 Visibly excessive number of earrings and/or studs; no nose, eyebrow, lip, tongue rings and/or studs
- 3.2.10 Tattoos must be reasonably covered (with exception for cultural or religious purposes)

EXCEPTIONS TO THIS POLICY

- 4.1 Exceptions to this policy may be made by the Director in circumstances such as County or DMH sponsored events, special occasions, seasonal weather changes, and business casual days.
- 4.2 The following have been approved by the Director as exceptions to this policy:
 - 4.2.1 Employees may wear denim pants or jean-style pants of any color on Fridays which have been designated as business casual days; however, appropriate business attire must be worn for all meetings, trainings, and presentations with customers, vendors, County Managers, or community visitors.
 - 4.2.2 Employees may wear denim pants or jean-style pants of any color for County or Department sponsored special events (e.g., Jeans for Babies).
 - 4.2.3 Employees may wear denim pants or jean-style pants of any color when the need arises due to the nature of work performed, including
 - 4.2.3.1 Computer maintenance and repair
 - 4.2.3.2 Stockroom storage and inventory



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4.2.3.3 Delivery of supplies

4.2.3.4 Staff conducting client-related field assignments

POLICY ENFORCEMENT

- 5.1 Employees who report to work and are not in compliance with this policy may be sent home to change and return to work, unless some other remedy can be arranged, such as an employee putting on a County shirt, or a jacket.
- 5.2 It is the responsibility of each Manager to ensure that staff is in compliance with this policy.

AUTHORITY

- 6.1 Los Angeles County - Department of Human Resources, Policy #512 "Professional Appearance in the Workplace" County Code Section: 5.72.010

ATTACHMENT

Attachment I Department of Human Resources, Policy #512 "Professional Appearance in the Workplace"

RESPONSIBLE CONTACT

Department of Mental Health - Human Resources Bureau

REVIEW DATE

This policy will be reviewed within five (5) years of the effective date or consistent with revisions to the Department of Human Resources Policy #512.