

**Pikes Peak Regional Building Department
Office Employee Dress Code**

Policy Statement: In an effort to provide a safe and positive working environment and professional customer service to the community the following dress code applies to all Office Staff at Pikes Peak Regional Building Department.

Females-Professional Dress Monday-Thursday

Acceptable

Dress, skirt, or dress pants

Blouse, sweater, and/or jacket

Dress shoes or loafers

All dresses and skirts must fall no more than two inches above the knee

Not Acceptable

Jeans (any type or color, including corduroy, khakis, casual Dockers, etc.), sweatpants or shorts

Tennis shoes, hiking boots, or beach-style sandals

Spaghetti strap tops or dresses

Sweatshirt, jerseys, hoodies or tee shirts of any type

Clothing with slogans

Low-cut or tight, form fitting clothing

Sheer or see-through fabric

Excessive body piercings or excessive exposed tattoos

Business Casual Option

The following is a list of acceptable clothing for Fridays and other days designated by management.

Jeans in good condition (no rips, tears, bleach stains, etc)

Sweatshirts or tee shirts without slogans

Tennis shoes or hiking boots

If in doubt, don't wear it or check with your supervisor. Exceptions may be made with approval from your supervisor in conjunction with human resources. Inspectors working in the office must comply with the Office Dress Code and may wear Inspector uniforms with the exception of shorts.

I, _____, understand and accept the above Dress Code Policy. I also understand that this Policy may change at any time, without notice. I understand that if I do not adhere to this Policy, I may be sent home to change clothes and will receive a verbal warning for the first offense. I understand that all other Policies about personal time use will apply and progressive disciplinary action will be applied if dress code violations continue.

Signature

Date