

**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.

Males-Professional Dress Monday-Thursday

Acceptable

Dress slacks or pants
Business shirt (including polo shirts) or sweater - shirts must be tucked in
Ties for meetings with outside agencies (not necessary for day to day customers)
Dress shoes or loafers
Must wear socks

Not Acceptable

Jeans (blue or colored denim), sweatpants or shorts
Tennis shoes, hiking boots, or beach-style sandals
Sleeveless shirts or tank tops
Sweatshirts, jerseys, hoodies or tee shirts
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

In addition to above, 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
Tee shirts without slogans (Shirts must be tucked in)
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