



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA of Southeastern North Carolina Dress Code Policy

Effective 3/16/2021

The purpose of this document is to set forth the YMCA of Southeastern North Carolina (hereafter SENC) dress code guidelines. In order to maintain a professional image, it is imperative employees, interns and long-term volunteers adhere to the guidelines listed below. Conformity to these guidelines is a condition of employment and expected for interns/volunteers working alongside staff.

Supervisors may allow changes to this policy during certain events or projects. The YMCA of SENC reserves the right to ask employees to change their attire if it is deemed inappropriate or unsuitable. Employees who have questions about the appropriateness of particular attire should discuss the matter with their supervisor before wearing the questionable attire to work.

Employees reporting to work in violation of Dress Code standards will be asked to change their attire. If unable to change, employees will be sent home without pay until dressed in accordance with the Dress Code standards. Supervisors can answer specific questions about what is and is not appropriate attire. Violations of this policy may result in disciplinary action, up to and including termination.

Employees whose religious beliefs and practices require a change or accommodation to this policy may submit a request in writing to their supervisor. Every reasonable effort will be made to accommodate religious requirements. The YMCA of SENC reserves the right to modify this policy and will communicate any such modifications. The YMCA of SENC will periodically retire YMCA-branded shirts and replace them with new shirts. YMCA-issued shirts must be returned once retired and replaced. Employees must return YMCA-issued shirts upon termination.

By dressing appropriately for our work and our positions and by modeling good personal hygiene, our employees help create a welcoming environment and favorable professional image of themselves and the Y. Employees are asked not to wear their Y staff apparel when participating in activities that could reflect poorly upon your character or upon the YMCA (ex. drinking alcoholic beverages, smoking, etc.). If you wear YMCA apparel while out in the community, be sure your behavior is consistent with the YMCA's core values when doing so.

Our grooming and dress standards include the following for all staff:

- All employees are expected to meet generally accepted standards of cleanliness and hygiene.
- When attending business meetings with community members, employees should wear appropriate business attire. Business attire includes dress pants or khakis with a polo or button-down shirt with or without tie, skirts/dresses of conservative style and length. Neither leggings in lieu of pants, hooded sweatshirts, athletic shoes, nor flip flops are appropriate business attire.
- All staff members must follow uniform and/or dress codes that may be required for their particular jobs.
- Clothing should at all times be neat, clean, in good repair, and modest. No faded, ragged, torn, or low-cut clothing is permitted.
- Clothing should not be distracting to others, expose undergarments, or present a safety hazard. Appropriate dress at the Y does not expose one's midriff, chest, or bust.
- Dropped waist shorts or pants are not allowed.
- Jewelry should be tasteful and minimal. Any jewelry that could cause a safety hazard—such as becoming snagged—should not be worn.
- Facial hair must be neatly trimmed and clean at all times.
- Hats or caps may be worn outdoors only and the bill should face forward. Head coverings for religious beliefs may be allowed when approved by a supervisor.
- In consideration of others who may have allergies, wearing perfumes or other scented personal care products at work is strongly discouraged and may be prohibited.
- Body modifications and/or tattoos that could be considered objectionable or controversial must be covered at all times.

All team members at Y facilities, program sites, and other locations, with the exception of aquatic team members in swimsuits or sports officials, must wear Y name tags. Name tags must be worn on the left or right side of the chest and be visible at all times (should be worn on outside of jacket/vest/coat if layers are necessary for colder temperatures).

Branch-based and employees providing direct service at off-site locations (e.g., afterschool staff) will be issued YMCA-branded shirts appropriate to their roles. Red shirts will be limited to Aquatics staff only for safety awareness and visibility. See additional specifications below required for the following departments or activities:

Full-Time Leadership Team: Generally, appropriate business attire is recommended for most occasions. Business attire includes dress pants or khakis with a blouse, sweater, polo, or button-down shirt (with tie if situationally appropriate or desired) and skirts or dresses of conservative style and length. Leggings in lieu of pants or a skirt or dress are not acceptable but may be worn with a dress or skirt. If not meeting with external business partners, business casual attire consisting of YMCA t-shirts, polos, athletic shoes and/or clean/neat

denim jeans or athletic wear may be worn. More professional attire may be required if meeting with board members, staff, volunteers, or external organizations.

Membership Desk: YMCA-branded staff polo is preferred. In lieu of a YMCA staff polo shirt, appropriate business attire may be worn and should include the following: Clean, neat, casual pants, skirt, or dress. Polos, button-down shirts, sweaters or blouses are acceptable. Clean/neat denim jeans with no holes or tears are permitted. Shoes should be closed-toed (sandals must have a back strap). Flip flops are not permitted. Leggings in lieu of pants or a skirt or dress are not appropriate business attire, but may be worn under a long shirt or dress that covers the hips. Hooded sweatshirts are not permitted.

Activewear for YMCA Staff (Wellness, Group Exercise Instructors, Personal Trainers, Sports): YMCA-issued t-shirt, long-sleeved shirt, or wide-strap YMCA-issued tank top with conservative casual pants, athletic pants, or shorts (mid-thigh or longer) with athletic closed-toe footwear. Leggings or yoga pants in black, navy, or dark gray are permitted – the fabric must be solid/opaque with no see-through mesh, slits, or holes. Water-based Group Exercise Instructors should wear their YMCA-issued performance shirt (no cotton fabric in the water) over their swimsuit. Swimsuits must be conservatively-styled, covering midriff for females and fingertip length swim trunks for males.

Youth Development/Child Watch Staff: YMCA issued t-shirt and casual clean and neat pants or conservative-length shorts (mid-thigh length or longer). Leggings or yoga pants in black, navy, or dark gray are permitted – the fabric must be solid/opaque with no see-through mesh, slits, or holes. Youth Development staff who serve at off-site locations (schools, churches, etc.) will adhere to whatever dress code is expected at that contracted location. Child Watch staff should wear YMCA-issued apron over apparel. Closed-toed shoes required for play.

Sports Officials: YMCA-issued sport-specific polo or t-shirt with conservative black shorts (mid-thigh length or longer) and predominantly black closed-toe athletic footwear.

Maintenance/Occupancy: YMCA-issued t-shirt with durable pants (clean/neat denim jeans are acceptable). Pants must be clean and free of patches, rips, or tears. Comfortable solid-soled closed-toe work shoes or athletic shoes are acceptable.

Lifeguards/Swim Lesson Instructors: YMCA-issued red tank top or red t-shirt with neat solid color shorts (mid-thigh length or longer) or athletic pants. Swim Lesson Instructors should wear their YMCA-issued performance shirt (no cotton fabric in the water) over their swimsuit. Swimsuits must be conservatively-styled, covering midriff for females and fingertip length swim trunks for males. Lifeguards may not cover up their YMCA uniform attire while on the stand (must be rescue ready).