

POLICY AND PROCEDURE PERTAINING TO ADS – PERSONAL APPEARANCE

PURPOSE

To encourage participants to present themselves in a socially acceptable manner.

POLICY

MBW Company Adult Day Services Program expects that participant's personal appearance (grooming, clothing and personal hygiene) should be oriented toward effective and safe performance of their work and the achievement of individual goals.

PROCEDURE:

- I. Apparel of the following demeanor is considered inappropriate work attire and cannot be worn by participants in the Day Program. This includes:
 - A. Spandex
 - B. Tube tops
 - C. Spaghetti strapped shirts or dresses (unless a shirt is worn underneath)
 - D. Short skirts or shorts (mid-thigh or longer)
 - E. Low cut shirts (showing cleavage)
 - F. Cropped or short shirts showing midriff
 - G. Frayed, worn or torn clothing
 - H. Sheer or see through attire
 - I. Tank tops
 - J. Undershirts
- II. Clothing items with sexually explicit, offensive and/or drug/alcohol related language or logos are not permitted. Personal items that may be construed for the intentions of drug or alcohol use are also not permitted. Female participants must wear a bra at all times. Appropriateness of any questionable clothing that causes distraction to others will be left to the discretion of a manager.
- III. Participants observed wearing inappropriate work attire or having poor grooming and/or hygiene will be asked by the staff to return home and complete their grooming or change clothes.
- IV. If the participant commutes in for the Day Program, they will be provided with appropriate clothing to wear for the remainder of the day and/or a call will be placed to their home setting to regarding their poor grooming.

REFERENCED POLICIES

None

REFERENCED FORMS

None