

**POLICY TITLE: Dress Code and Personal Standards**

**POLICY NUMBER: 3200**

**3200.1 Newberry Community Services District**, professional image is important and is maintained, in part, by the image that **Directors and** employees present to **customers, residents, visitors**, vendors, and others in our business. In choosing appropriate work attire, employees and **Directors** should consider factors including tastefulness, anticipated public contact, the nature of the job, and working conditions.

**3200.2 Newberry Community Services District** expects all employees **and Directors** to use good judgment and taste in matters of personal grooming and dress. Employees **and Directors** should always be neat and clean in appearance, dressed in reasonably professional and conservative attire, and conduct themselves in a businesslike manner.

**3200.3** In all cases, **the General Manager** will assist employees to determine what is considered appropriate attire, **as** for the **Directors** all clothing should be clean and without rips or holes. The following is offered as a general guideline: **The district has provided Director's matching collared shirts with district logos to wear during our Board meetings. Directors are encouraged to wear pants or slacks, no shorts or flip flops/sandals to Board meetings. Directors are encouraged to wear CSD logo shirts to events and special meetings to represent the district in a professional manner.**