



YMCA of San Diego County Association Dress and Appearance Standard

Introduction

The YMCA of San Diego County is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God through the development of the spirit, mind and body.

The YMCA of San Diego County welcomes and involves people of all ages from diverse cultures and backgrounds. An integral part of the Association's image is the impression people have when they see staff at work. YMCA staff will exercise sound business judgment with regard to personal appearance, hygiene, dress and grooming, enabling them to effectively and safely perform their job duties, while representing healthy lifestyles. Individual expression in personal appearance, when disrespectful or offensive to others, is inappropriate for YMCA staff representing the YMCA while on duty or on YMCA premises.

Although branches may choose to have a business casual dress environment, judgment must be used when there are situations requiring traditional business attire. When conducting or attending meetings, seminars, etc. attended by board volunteers or other business professionals, employees are expected to represent the YMCA in a professional manner and dress appropriately. Business casual attire (see attached definitions) may be worn at most YMCA meetings. When representing the YMCA, appearance should be consistent with the standard for the group or event attendees. When there is doubt as to the appropriate attire, the more conservative dress should be chosen.

Branches may have dress code requirements for specific departments/jobs (i.e. fitness, aquatics, child care, day camp, etc.) although not addressed herein, all requirements will be in alignment with the Association Dress and Appearance Standard.

These standards serve as a baseline; individual branches may implement more conservative standards. Interpretation and enforcement of the dress and appearance standards is the responsibility of the branch Executive Director and branch leadership staff. Non-compliance with the dress and appearance standards may result in the employee being sent home, without pay, to correct the issue. Repeated disregard for the dress and appearance standards may result in disciplinary action.

Clothing

The YMCA of San Diego County provides a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Any clothing, jewelry, or hairstyle that inhibits the ability of staff to safely perform job duties is prohibited. Clothing will be clean and neat in appearance with no torn, frayed or soiled garments.

The following clothing is unacceptable:

- Spandex unless required by job duties.
- Bare feet.
- Sexually provocative clothing such as: low-cut blouses or dresses, short mini-dresses, short skirts, halter tops or clothing revealing the midriff or inappropriate coverage of cleavage.
- Hats, clothing, accessories or nails with profanity, unhealthy and/or negative messages, nude or semi-nude pictures, sexually suggestive slogans, cartoons, or drawings.
- The observable lack of undergarments and/or exposed undergarments.
- Bikini swimsuits for female employees.
- Bikini-type swimsuits for male employees.

Please see the Aquatics policy for appropriate Lifeguard attire.

Hats may be worn outdoors. Supervisors have approval rights for any hat not carrying an approved YMCA logo.

Dress and footwear will be appropriate for the employee's work environment and responsibilities.

Employees wearing YMCA staff shirts while at the worksite are considered on duty and available to serve members, participants and guests. Staff shirts should not be worn "off the clock." This includes wearing a staff shirt while exercising at any YMCA facility.

Accessories and Cosmetics

No large dangling jewelry, spiked jewelry, hoop earrings (except in office settings), jewelry representing inappropriate symbols or jewelry posing a safety risk should be worn by staff.

Hair should be neat, clean, well groomed and within the natural range of human hair color. Extreme hair styles are not acceptable (i.e. Mohawks, tall spikes, shaved symbols, emo, etc.)

Colognes and perfumes if worn must be worn conservatively and should only be evident when in close proximity of another. Employees should be respectful of others and refrain from the use of fragrances that could be offensive, irritating or create allergic reaction.

Cosmetics if worn must be worn conservatively.

Tattoos

Ideally, tattoos should be covered during work hours. However, if a tattoo is on a part of the body that clothing does not cover, the tattoo must be appropriate in nature, not excessive in size, draw undue attention, or violate our core values. The display of a tattoo considered inappropriate or offensive is prohibited.

The following includes but is not limited to, the types of prohibited tattoos:

- Depictions of nudity or violence.
- Sexually explicit or vulgar art, words, phrases or profane language.
- Symbols likely to incite a strong reaction in the workplace, i.e. swastikas, pentagrams or similar symbols.
- Initials, acronyms or numbers that represent criminal, sexual or historically oppressive organizations, i.e. AB, KKK, SS, MM, BGF, HA, 666, 69, or any street gang names, numbers or symbols.

Piercings

Ear piercings are permitted for both female and male staff.

Ear lobe rings (plugs) larger than a ¼ inch are not permitted.

Small discreet nose stud piercings flush to the skin are permitted.

Tongue piercings must either be removed, or small, discreet, clear jewelry is worn while on duty, providing it is not noticeable.

Eyebrow, lip and head piercings, teeth grills, vampire teeth, and implanted horns are not permitted.

Requests for medical, religious or other reasonable exceptions to these standards will be submitted in writing to the Branch Executive Director and the Vice President of Human Resources.

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Definitions

Business attire is always appropriate and expected when conducting or attending meetings with other business professionals. On other occasions based upon the activities, Business Casual is acceptable.

Business Formal - Expected for Corporate and YMCA branch events unless specified

| Men | Women |
|--|--|
| <ul style="list-style-type: none"> • Dress shirt with tie • Jacket or blazer • Dress slacks • Suits • Dress shoes | <ul style="list-style-type: none"> • Pant suit • Skirt suit close to knee length • Skirt close to knee length with blazer • Slacks with blazer • Dress close to knee length • Dress shoes with or without heels • Blouses • Sweater Sets |

Business Casual

| Acceptable | |
|---|---|
| Men | Women |
| <ul style="list-style-type: none"> • Neat, clean, pressed, conservative clothing • Collared shirts (i.e. long or short-sleeved sport shirt, twill shirt) • Turtlenecks • Docker-type or khaki, chino, corduroy slacks or pants • Loafers | <ul style="list-style-type: none"> • Neat, clean, pressed, conservative clothing • Casual skirts/dresses close to knee length • Capri pants • Docker-type, khaki, chino, corduroy slacks or pants • Loafers, slides, open-toe shoes, dress sandals |

| Not Acceptable | |
|---|---|
| Men | Women |
| <ul style="list-style-type: none"> • Jeans, shorts, sweat pants, athletic attire • Sweatshirts, T-shirts w/print, sleeveless shirts • Athletic shoes, flip-flops | <ul style="list-style-type: none"> • Jeans, shorts, sweatpants, stretch pants, leggings • Halter tops, T-shirts w/print, spaghetti straps, sweatshirts, strapless tops • Flip flops, athletic shoes • Exposed midriff or cleavage |

Staff working directly with children – Childcare Resource Service only

Khaki pants, jeans and shorts at mid thigh length are acceptable. Closed toe shoes and Photo Identification Badge are required to be worn at all times. With this exception it is still anticipated that CRS staff dress appropriately. If staff are attending branch or corporate meetings/functions they need to adhere to business casual.

----- **TEAR HERE** -----

By signing below, I certify that I have carefully read and understand the YMCA of San Diego County Dress and Appearance Standard, that I am not in violation of any of the provisions of the Standard and I will continue to be in compliance with the Dress and Appearance Standard.

Print Name: _____

Signature: _____

Date: _____