

# YMCA OF GREATER OKLAHOMA CITY

## Employee Appearance Guidelines

The YMCA of Greater Oklahoma City believes that it is important that all employees project a professional, positive and wholesome image to our community, our volunteers, and our members and especially to the parents and children who participate in our programs. Therefore, the guidelines have been adopted:

1. Hair should be clean, neat and well-groomed. Below collar length hair or ponytails are not permitted for male employees. Extreme styles or colors are also not acceptable.
2. Male employees must be clean-shaven or have a well-groomed moustache and/or beard.
3. Clothing must be appropriate for each employee's work environment and responsibilities. Overly baggy, tight fitting, faded or torn clothing, plunging necklines, and overly sheer fabrics are not appropriate. Hemlines for shorts and skirts should be of a reasonable and tasteful length. Clothing exhibiting logos or messages promoting tobacco, alcohol or other inappropriate products or exhibiting violent or sexually suggestive themes is not acceptable. Specific apparel may be required for some positions.
4. Shoes appropriate to the work environment must be worn at all times except in the pool area.
5. Two piece bathing suits for female employees and bikini-type trunks for male employees are not permitted.
6. Visible tattoos and body piercing are not acceptable.
7. Jewelry is permitted unless it is excessive or representative of offensive, illegal or inappropriate behavior or presents a safety concern. Earrings are not permitted for male employees.
8. Fingernails must be clean, well-groomed and of moderate length with no extreme colors or adornments.
9. Nametags will be provided and must be worn by all employees in an upright position in the right chest area.

Requests for medical, religious or other reasonable exception to these guidelines must be submitted in writing to Carol A. Terry, Vice President of Human Resources.

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Signature

Date