DRESS CODE POLICY
YMCA OF THE FOX CITIES

As a cause driven organization strengthening the community by serving youth, teens and families, the image of the YMCA of the Fox Cities and our staff is important to our success. While recognizing the individuality of staff dress and appearance, all employees are expected to maintain a professional appearance when working at The Y. Proper dress allows staff to be instantly identifiable and to show high standards of professionalism in all areas of our facility. An employee’s position and their department’s activity dictate the type of clothing or uniform that is worn. The overall goal is to develop consistent attire so that employees can be easily identified by members, participants and co-workers.

GENERAL DRESS CODE FOR ALL DEPARTMENTS

1. **SHIRTS:** To easily identify staff and for safety purposes, program and front line staff should wear approved blue YMCA garments (Staff t-shirts, polo shirts, button up dress shirts, wind jackets, fleece jackets or fleece vest) at all times. Only white or black (and without writing) long-sleeved shirts may be worn underneath. Blue staff shirts should not be covered up by hoodies or cardigans. Exceptions from the approved shirts may be made with the approval of the Executive Director during special events or promotions. No tank tops, blouses or shirts that are revealing. Shirts must limit the body exposure and be at an appropriate length; no midriff, stomach showing or low cut shirts.

2. **NAMETAGS:** Nametags must be worn at all times by all employees.

3. **PANTS/SHORTS:** Tan, khaki, navy blue, grey or black casual dress pants are appropriate as well as black, tan, grey or navy blue wind pants. No blue jeans, jean shorts or bibs. Skirts and shorts must not be more than 6” above the knee (shorts as approved by departments are to be tan, khaki, navy blue, grey or black). Capris are also allowed. However, no frayed, holey pants or shorts.

4. **SHOES:** Shoes must be worn at all times. Dress-type sandals are acceptable, except for Maintenance, Café and Fitness or Lifestyle Center staff. Exercise/tennis shoes (in good condition) are preferred in most areas. Water shoes, flip-flops and/or aqua shoes are only to be worn in the vicinity of the pool.

5. **HATS:** Hats can be worn only when engaged in outdoor activities to shield the sun.

6. **TATTOOS/PIERCINGS:** Jewelry and other accessories are permitted in moderate amounts and of minimal size. Jewelry should not be loose, dangle in such a way that it creates a safety hazard or becomes distracting to the customers served. Minimal ear piercings. Management may require that visible jewelry, body piercings, devices or body art (such as tattoos) be removed or covered for certain positions or shifts. Questionable piercings or accessories may be subject to management’s discretion and dependent upon the position. No controversial or inappropriate tattoos should be visible at any time.
7. **HAIR**: Hair must be neat, well groomed, away from the face and typically of natural colors. Questionable hairstyles (spiked hair, inappropriate shaved designs...) and/or colors (purple, orange, blue...) may be subject to management’s discretion and dependent upon positions. Hair must not be loose or dangle in such a way that it creates a safety hazard or becomes distracting to the customers being served.

8. **GENERAL**: Clothing or any attire with inappropriate words, phrases or graphics will not be allowed and are subject to management discretion. Wearing any apparel that advertises alcohol, tobacco, drug paraphernalia or innuendoes, sexual theme or poor conduct is strictly prohibited. Undergarments should not be visible at any time. All staff is expected to maintain a clean and professional appearance. All clothes, uniforms, hairstyle and overall appearance must be neat, clean, well groomed and in good taste at all times.

**Additional Requirements or Approved Exceptions for Specific Areas:**

**Office Personnel, Management and Administration:**
1. The general dress code guidelines should be followed with generally accepted business casual or business professional attire (when appropriate).

**Fitness Instructors:**
1. Wear appropriate exercise attire.
2. Comfortable exercise clothing.
3. No thong type leotards, bra tops or exposed navel or midriff.

**Lifestyle Center:**
1. Approved Blue garments at all times.
2. Sweat pants, wind pants or shorts.
3. No thong type leotards, bra tops or exposed navel or midriff.
4. Exercise shoes must be worn (no flip flops or sandals).

**Physical Programs/Sports and Recreation:**
1. Approved Blue garments at all times.
2. Sweat pants, wind pants or nylon/cotton athletic shorts are required.

**Aquatics:**
1. Blue Guard Shirt or Blue Staff Shirt.
2. Female staff are required to wear one-piece swimsuit. Male staff are required to wear boxer type swimsuit.
3. Lifeguards are required to wear a nametag & whistle at all times.
4. Water shoes, flip-flops or aqua shoes are permitted (shoes are not allowed on pool deck).

**Dance:**
1. Wear appropriate dance or exercise attire.
2. No thong type leotards, bra tops or exposed navel or midriff.
3. Dance shoes are required.

**Kids Corner and Drop In**
1. Blue garment or Blue apron.
2. Colored jeans, wind pants, casual or dress pants are appropriate.
Child Care, Pre-School/Pre-K, School Age, Growth & Development and Arts & Humanities

1. Business casual or approved Blue garment or Blue apron.
2. Colored jeans, wind pants, casual or dress pants are appropriate.

Membership Service Areas:
1. Blue garment.
2. Casual or wind pants are appropriate. No blue jeans, jean shorts or bibs.

Membership Service Areas include:
- Front Desk
- Scanner
- Lower Lobby
- Fitness Centers
- Membership
- Family Fun Center
- Junction
- Locker Rooms
- Cafeteria
- Ramp

Massage Therapist:
1. Clean casual shirt – t-shirt is acceptable.
2. Colored jeans, jeans, wind pants or casual dress pants.

Maintenance:
1. Blue garment.
2. Casual or wind pants are appropriate.
3. Due to nature of job, jeans are acceptable.

Building Supervisors and Teen Night Staff:
1. Blue garment.
2. Casual or wind pants are appropriate. No blue jeans, jean shorts or bibs.

Attire purchased by YMCA of the Fox Cities and provided to you should be returned upon termination of employment.

If a potential conflict is identified, the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, transfer to alternative positions, etc.

Executives, Management, Directors, Coordinators and Supervisors are responsible for enforcing the dress code and grooming standards in their areas. This includes immediately addressing, bringing questions to appropriate management’s attention and/or counseling employees whose dress and/or appearance is inappropriate. Reasonable accommodation may be made for employees’ religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Any request for accommodations should be made in writing and with the Human Resource Director.

NOTE: Interpretation of policy, questions, conflicts or complaints that cannot be handled by the branch management to an employee’s satisfaction should be taken to the Human Resource Director.

Any employee whose appearance does not meet these standards will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress code and grooming policy may result in disciplinary action up to and including termination of employment.