



## DRESS CODE POLICY STEVENS POINT AREA YMCA

As a cause driven organization strengthening the community by serving youth, teens, adults, and families, the image of the YMCA 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 all staff 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, all staff should wear approved YMCA garments (staff t-shirts, polo shirts, sweatshirts, etc.) at all times. Only white, black, navy or grey (without writing) long-sleeved shirts may be worn underneath. Staff shirts should not be covered up by hoodies, cardigans or jackets unless they have a Y logo on them. Exceptions from the approved shirts may be made with the approval of the CEO during special events or promotions. No tank tops or 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/lanyards must always be worn by all employees.
3. **PANTS/SHORTS:** Solid, muted colored pants, leggings and shorts only, no prints. Casual dress pants are appropriate as well as black, tan, grey or navy-blue wind pants (no sloppy sweatpants). No blue jeans, jean shorts or bibs, except on Friday's and special occasions. Skirts and shorts must not be more than 6" above the knee. Capris are also allowed. However, no frayed, holey pants or shorts.
4. **SHOES:** Shoes must always be worn. Dress-type sandals are acceptable, except for Maintenance, Fitness or Wellness Center staff. Exercise/tennis shoes (in good condition) are preferred in most areas. Water shoes, beach or athletic style flip-flops and/or aqua shoes are only to be worn near/in 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 design, etc.) and/or colors (purple, orange, blue, etc.) 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 always.

#### **ADDITIONAL REQUIREMENTS/DEPARTMENT SPECIFIC:**

##### **Aquatics and Swim Team:**

1. YMCA guard shirt or staff shirt.
2. Female staff are required to wear one-piece swimsuit. Male staff are required to wear boxer type swimsuit.
3. Lifeguards are always required to wear a whistle.
4. No cell phones, smart watches, etc. allowed while lifeguarding.
5. Water shoes, flip-flops or aqua shoes are permitted (shoes are not allowed on pool deck).
6. Swim Team Coaches must wear comfortable exercise clothing during practice.
7. Swim Team Coaches must wear SPDY or staff shirt during meets.

##### **Ascension Drop-in Child Care:**

1. YMCA staff shirt.
2. Must always wear Ascension nametag at all times. (No stickers on nametag)
3. Solid colored pants with no prints including leggings/yoga pants, wind pants, and jeans. NO sweatpants. Shorts are NOT allowed.
4. Must wear closed toe shoes.

##### **Day Camp/Camp Glacier Hollow:**

1. YMCA staff shirt.
2. Wear camp staff shirts the first and last day of camp.
3. Tank tops and swimsuits acceptable when working around water. Female staff are required to wear one-piece swimsuit. Male staff are required to wear boxer type swimsuit.
4. Baseball hats are acceptable.
5. Flip-flops and water shoes are acceptable around the waterfront however sandals with a heel strap or sneakers/closed toed shoes are preferred for all other activities.

##### **Drop-In Child Care:**

1. YMCA staff shirt.
2. Must wear YMCA nametag. (No stickers on nametag)
3. Solid colored pants with no prints including leggings/yoga pants, wind pants, and jeans. NO sweatpants. Solid colored shorts must not be more than 6" above knee.
4. Socks or clean shoes must be worn in the Toy Room.

##### **Fitness Instructors:**

1. Appropriate exercise attire. Active-wear pants, capri's, and yoga pants are acceptable in any color. Bright colors and prints are acceptable to be seen by participants in exercise classes.
2. No bra tops or exposed navel or midriff. Males must wear shirts at all times.
3. Exercise shoes must be worn except in Yoga & Pilates classes.

**Group Day Care and Great Escape:**

1. YMCA staff shirt.
2. Nametag must be chest high.
3. Closed-toed shoes or sandals with a heel straps preferred for Child Care and Great Escape.
4. Jeans, wind pants, casual or dress pants appropriate.
5. Solid, muted colored pants with no prints including leggings/yoga pants, and wind pants are acceptable, no sweatpants.
6. Sweatshirts may NOT be worn over staff shirts.

**Maintenance/Housekeeping:**

1. YMCA staff shirt.
2. Name tag/lanyard must be worn.
3. Casual or wind pants are appropriate. Shorts may be worn but must not be more than 6" above the knee.
4. Due to nature of job, jeans are acceptable.

**Member Service Desk:**

1. YMCA staff polo shirt. Base layer may be worn under polo. Y logo must be easily seen at all times.
2. Name tag/lanyard must be worn and visible at all times.
3. Casual or wind pants are appropriate, no sweatpants or leggings. Must be a solid, muted color.
4. No blue jeans, jean shorts or bibs. Shorts may be worn but must not be more than 6" above the knee.
5. Jeans may be worn on Friday, Saturday, and Sunday with YMCA staff polo shirt. No adornments or distressing on the jeans.

**Office Personnel, Management and Administration:**

1. The general dress code guidelines should be followed with generally accepted business casual or business professional attire.
2. Name tag/lanyards required.
3. If the HIGH temperature for the day is below zero then you may wear jeans.
4. During the winter months you may wear jeans when you are night MOD.

**Pre-School/Pre-K:**

1. YMCA staff shirt.
2. Name tag/lanyard must be worn.
3. The general dress code guidelines should be followed with generally accepted business casual or business professional attire.

**Sports/Adapted Rec/Gymnastics:**

1. YMCA staff shirt.
2. Name tag/lanyard must be worn.
3. Sweat pants, wind pants or nylon/cotton athletic shorts are required. (Shorts must not be more than 6" above the knee). (Off-site Adapted Rec. Staff may wear jeans.)

**Teen Department:**

1. YMCA staff shirt.
2. Name tag/lanyard must be worn.
3. Casual or wind pants are appropriate, no sweatpants.
4. Blue jeans are acceptable. Shorts may be worn but must not be more than 6" above the knee.

**Wellness Center:**

1. YMCA staff shirt.
2. Name tag/lanyard must be worn.
3. Sweat pants, wind pants or shorts, no blue jeans or jean shorts. (Shorts must not be more than 6" above the knee). Pants and shorts must be solid colors, no prints.
4. Exercise shoes must be worn (no flip-flops or sandals).

**Attire purchased by the YMCA 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.

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 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 supervisors 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.