

**OFFICE OF THE EXECUTIVE DIRECTOR  
MISSISSIPPI DEPARTMENT OF HUMAN SERVICES**

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**POLICIES**

<b>MDHS-ADMINISTRATIVE POLICY</b>	
<b>Revision Date</b> August 1, 2010	<b>AP - 21</b>

**SUBJECT: DRESS CODE POLICY**

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- PURPOSE:** To provide uniform guidelines for appropriate business attire to be worn at the Mississippi Department of Human Services.
- ACTION:**
1. Division, Regional, and County Directors shall ensure that a copy of this cover and attached policy are distributed to the appropriate staff.
  2. Division, Regional, and County Directors shall ensure that all staff adheres to the policy and guidelines contained herein concerning business attire.
- APPLICATION:** This policy is applicable to all divisions of the Mississippi Department of Human Services.
- DUPLICATION:** This material may be duplicated as needed.
- CONTACT:** Director, Division of Human Resources
- EXCEPTIONS:** None
- EFFECT ON OTHER DIRECTIVES:** Policies and procedures previously utilized concerning dress code are hereby superseded.

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**Distribution: Deputy Administrators  
Division Directors  
Regional Directors  
County Directors**

**Date: September 1, 2010**

  
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**Executive Director**

Revised: August 1, 2010

**PURPOSE**

This policy is established for the purpose of providing guidelines in promoting a professional image. This policy is not to be constructed as a uniform dress code, but as a guide for acceptable business attire for employees of the Mississippi Department of Human Services (MDHS).

**PERSONAL APPEARANCE**

The Mississippi Department of Human Services recognizes that standards of dress vary depending upon the individual, work location, type of work, and the amount of contact with the public. Therefore, it shall be the obligation of the employees to use discretion and good judgment in dress, and ensure that their clothing and accessories are clean, presentable, and reflect suitable business attire. MDHS employees are not to wear suggestive or revealing attire that would divert attention from the work in process. Additionally, employees are required to maintain reasonable standards of personal grooming and hygiene. Reasonable standard is defined as a state of grooming and hygiene that is not offensive to the general public or fellow workers.

Employees are expected to dress in business attire for the normal course of their work each business day. Business attire shall be defined as any non-casual apparel that is neat, clean, and fitted properly. Some examples of business attire include the following:

- |                           |             |
|---------------------------|-------------|
| long sleeve dress shirts  | skirt       |
| short sleeve dress shirts | dress pants |
| dress slacks              | pants suit  |
| blazer jacket             | dress       |
| suit                      | blouse      |
| tie                       | dress shoes |

Business attire, however, does not include the following:

- |                          |              |
|--------------------------|--------------|
| athletic wear            | sweat suits  |
| tank tops                | biking pants |
| tennis shoes             | halter tops  |
| blue jeans               | spandex      |
| house slippers           | dusters      |
| shorts                   | midriff tops |
| blue jean skirts/dresses | flip-flops   |

\* Employees in the AIMs unit, mail room, maintenance, and/or MIS maintenance personnel are permitted to wear tennis shoes and/or blue jeans in order to accomplish their daily work.

Revised: August 1, 2010

**CASUAL FRIDAYS:**

The Executive Director has authorized all employees of MDHS to dress casual on Fridays of each week. In the instance that an employee is off on Friday or a recognized holiday falls on a Friday, neither the preceding Thursday nor the following Monday will be recognized as a casual day.

Some examples of clothing authorized to be worn on casual Friday are:

- blue jeans or denim pants - no torn or tattered jeans
- collared button up or golf shirts - no T-shirts
- casual shoes - no tennis shoes, house shoes, or flip-flops
- casual slacks
- casual tops or blouses - no tank or halter tops

This list is merely illustrative, not exhaustive. Employees are always expected to exercise good taste in their choice of clothing. Management will make the final determination as to what is acceptable clothing under this policy

**COMPLIANCE:**

Managers are expected to insure that employees understand their obligation under this policy. Employees shall be advised that failure to dress appropriately after verbal or written notice may result in disciplinary action.