

ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 20.09	
	DATE 15 OCT 2010	OPR DEMA/SA-A
SUBJECT: Dress and Grooming Standards for Civilian Attire	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	
<p>1. It is the policy of the Department of Emergency and Military Affairs (DEMA) to establish one policy that applies to all employees and locations of the Department regarding acceptable standards of dress and grooming for civilian attire. Wearing of military uniforms is addressed in DEMA Policy Letter 25.01 and in regulations published by each applicable branch of service.</p> <p>2. As DEMA employees, we are all representatives of the agency in all of our contacts with the public. Co-workers, business or governmental representatives, and visitors to our buildings and facilities are all influenced by our personal appearance, attitude and demeanor. Personal appearance and dress must be appropriate for our work environment. Clothing that is designed to be worn in a maintenance shop, outdoor or other fatigue environment would not necessarily be appropriate for wear by individuals assigned to work in a traditional office environment. Since what may be considered appropriate can vary from unit to unit and position to position, ask your supervisor for guidance if you are unsure.</p> <p>3. Dress style may vary according to the specific job assignment; however, there is a threshold of unacceptable personnel attire and grooming for all employees. Unacceptable or inappropriate attire includes but is not limited to the following:</p> <ul style="list-style-type: none"> • Workout or gym clothes, sweatpants, spandex wear • Bare midriffs, spaghetti straps, halter tops, tank tops, tube tops, backless dresses • Revealing, sheer or see-through clothing • Clothing with offensive graphics, language or slogans • Rubber sandals, beach type sandals, flip flops, slippers • Any form-fitting clothing to include leggings, tight or short skirts or shorts <p>4. Minimum grooming guidelines include:</p> <ul style="list-style-type: none"> • Hair shall be clean, combed, brushed or styled • Clothing shall be clean and unstained, not torn or frayed • After shave, lotions, colognes or perfumes are to be used in moderation • Offensive body odors are unacceptable <p>5. When authorized by management, <i>Casual Dress</i> standards may include denim clothing, athletic shoes, dress shorts, Bermuda shorts or walking shorts that are considered appropriate by an employee's supervisor or manager. The most important criteria is that casual dress should be professional and in good taste.</p> <p>6. Management personnel and supervisors are expected to set a professional example with regards to dress and grooming standards. Management personnel and supervisors are responsible for administering the dress and grooming standards. Employees reporting to work dressed in an inappropriate manner will be counseled by their immediate supervisor and may be subject to corrective action. Employees will be sent home to change their clothing and return to work. Time lost will be charged to annual leave or leave without pay as appropriate. Repetitive incidents will be addressed through the progressive disciplinary process.</p> <p>7. Any scheduled or unscheduled event that causes a significant change to a temperature controlled work environment (i.e. air conditioning or heating outage) will not be used as an excuse to circumvent the standards and guidelines of this policy.</p>		
 HUGO E. SALAZAR Major General, AZ ARNG The Adjutant General		

This supersedes DEMA Policy Letter 20.09 dated 1 AUG 01