



Indiana
Department
of
Health



Policies and Procedures

Title: Dress for Your Day Policy	Policy #: IDOH-COS-HR-1
Scope: <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Limited Staff: <u>Scope of application if limited staff</u>	Approvals:  Lindsay M. Weaver, MD, FACEP
Effective dates: 21-Oct-24	Date: October 16, 2024

Purpose

The purpose of this policy is to provide our workforce with appropriate guidelines regarding acceptable dress attire that promotes a positive image of the Indiana Department of Health (IDOH). This policy promotes workplace individuality while still upholding the standards and values set by the agency.

Definitions

Agency: The Indiana Department of Health or IDOH

Agency Leadership: State Health Commissioner, Deputy State Health Commissioners, Chief of Staff, Chief Medical Officer, Chief Communications Officer, Assistant Health Commissioners, and direct reports to Chief of Staff

Agency Management: Directors, Supervisors, and Managers throughout the agency designated by agency leadership to represent the chain of command that manage and supervise staff

Workforce (All Staff): All persons performing work on behalf of the agency, including, but not limited to, full-time and part-time employees, agency leadership, agency management, exempt and non-exempt employees, contractors, students, interns, and unpaid volunteers

Business Casual Attire: Appropriate when not attending external meetings, conferences, or customer meetings, both in-office, field, or virtual

Business Attire: Appropriate when attending external meetings, conferences, or customer meetings, both in-office, field, or virtual



External Partner: Anyone who is not an IDOH employee or contractor who is working directly for IDOH. If meeting with a potential contractor/vendor, they would be considered an external partner.

Procedures and Responsibilities

The agency workforce is expected to maintain a neat, clean and well-groomed appearance appropriate for a professional work environment and is responsible for promoting a positive agency image to our customers, both internally and externally. Individuals are encouraged to dress according to the needs of their day.

For example, important meetings might necessitate business attire more than a standard day in the office. Agency management is responsible for administering this policy. Workforce members are responsible for consulting agency management if unsure of appropriate attire. State ID badges are to be worn by all staff and should always be visible.

Additional Considerations:

- Exemptions from general guidelines may be made for disability accommodation or medical reasons including:
 - Pregnancy/postpartum
 - Physical injuries
- Allow for flexibility due to inclement weather conditions
- Does not include clothing related to religious or cultural observances
- When working remote or in field, ensure guidelines are followed when meeting with customers
- Field staff should wear what is appropriate for job duties
- Acknowledgment that at any time you could be pulled into an important meeting, so it is essential that even your business casual attire is professional and appropriate



Dress for Your Day Do's (Appropriate) Also applies to Remote and Field Work	Dress for Your Day Do Not's (Inappropriate) Also applies to Remote and Field Work
<p>Suitable <i>Business Casual</i> Attire (NOT attending meeting with external partners, conferences, or customer meetings, both in-office, field, or virtual) :</p> <ul style="list-style-type: none"> • Jeans that do not have holes or fringe and are in good condition • Sweatshirts (crew neck or hoodies) Solid color or IDOH branded • IDOH branded T-shirts only • Tennis shoes • Sandals • Leggings when worn with an appropriate length dress, skirt, or top. • Golf/polo shirts • Everything listed under suitable business attire <p>Suitable <i>Friday</i> Attire for SECC:</p> <ul style="list-style-type: none"> • Supportive/Fun attire (examples; College/sports/philanthropy/holiday) 	<ul style="list-style-type: none"> • Explicit graphics or slogans • Spaghetti straps • Leggings worn as pants • Beach wear • Pajamas (including slippers) • Flip-flops • Hats (unless for religious/cultural observances) • Heavily scented lotions and perfumes/colognes • Low necklines/bare backs • Halter tops • Bare midriffs • Clothing that is worn/torn • Shorts • Miniskirts • Unclean clothing or shoes • See through "transparent" • Keep hoods of sweatshirt down • Exercise wear • Sweatpants
<p>Suitable <i>Business Attire</i> (meeting with external partners, conferences, customers):</p> <ul style="list-style-type: none"> • Dresses • Slacks • Skirts • Sweaters/blouses • Suits • Sportscoat/Jacket • Capris (below the knee) • Collared shirts • Loafers, Boots, Flats, Heels 	