



CITY OF SAN ANTONIO
**SOLID WASTE MANAGEMENT
DEPARTMENT**

01-05 Appropriate Attire	
Effective Date	4-12-2022
Previous Revisions:	1-1-2017
Process Owner	Director's Office

Policy Approved:



David Newman, Director, Solid Waste Management



Date

I. Policy

This policy ensures staff in both administrative and operations maintain a professional appearance. Field personnel must also follow the guidelines in *06-10 Personal Protective Equipment*.

II. Guidelines

Employees are expected to dress in a manner appropriate to their work task, and assigned division. Staff who are doing a work task different than their normal duties may adjust their attire as appropriate. Please refer any questions to your supervisor.

Employees must always:

- Present a professional appearance
- Be well-groomed
- Wear clean clothing, free of holes, tears, or other signs of wear
- Avoid clothing with potentially offensive slogans or designs. This may include but is not limited to: profanity, liquor, drugs, gangs, sexual acts, or violence
- Follow *Administrative Directive 1.2* and avoid clothing or buttons related to political activity while on City time, on City property, or while wearing a City uniform (even if on your own time).

III. Violations

Managers and supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue; may include having to submit a *Notice Of Leave* to return home and change clothes. Repeated violations of this policy may lead to disciplinary action.