



## Dress Code Policy - June 2020

### **Purpose**

To establish guidelines on the expectations regarding attire and footwear when working in the general spaces of our building, in the kitchen, farms, setting up for events or on third party locations as representatives of the organization.

### **Policy**

Open Arms of Minnesota strives to create a welcoming environment that is respectful and in which everyone is treated with dignity. With this in mind, volunteers should avoid clothes with stamps, prints and/or messages that are offensive or inappropriate for the workplace.

Clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed. Lightly distressed jeans are allowed. Skirts, dresses and shorts should reach below mid-thigh or just above the knee.

All of these considerations also apply when working as representatives of Open Arms at other locations and outside of any of our premises.

### Kitchen

The following are general considerations that all volunteers must observe when working in the kitchen:

- Footwear: closed-toe and non-slip shoes are required. Sandals are not allowed.
- Clothing:
  - Tops- no sleeveless tops are allowed unless you are wearing a chef's coat over.
  - Bottoms- shorts are NOT allowed. Pants, dresses and/or skirts must reach the ankle.
  - Clothing must be clean to prevent food contamination.
- Effective hair restraints, such as hairnets, hats and/or bandanas should be worn to restrain hair and prevent it from falling into food. Beard-nets must be worn when beards are ¼ inch long or longer. Clothing must cover body hair.
- Jewelry: no jewelry is allowed on arms and/or wrists.
  - Earrings- Small earrings for pierced ears may be worn. No dangling, loop-type earrings are permitted.

- Nails- if you wear fingernail polish or artificial nails, you must wear gloves at all times while working with food.
- Necklaces- No necklaces, chains or pendants may be worn.
- Rings- Only plain rings such as a flat, smooth band are permitted. Silicon rings are permitted and proper hygiene practices should be followed at all times.
- Watches- watches, including smart watches, are not allowed when working in the kitchen.

### Farms

- Footwear: closed-toe shoes are required
- Clothing: dresses, skirts and shorts are permitted as long as they end just above the knee or below mid-thigh.

### Delivery /Events Setup

- Footwear: closed-toe shoes are required.
- Clothing: dresses, skirts and shorts are permitted as long as they end just above the knee or below mid-thigh.

If a volunteer fails to comply with this dress code policy they will be reminded. Volunteers may be sent home for that shift depending on the dress code violation (i.e. wearing sandals).