

Director Procedure Number: DP103
Title: Dress and Grooming
Section: Personnel – All Employees-General

Dress and Grooming

Employees are expected to be physically clean, neat, well groomed, and dressed in a manner reflecting professional assignment. At all times, each employee's dress should be safe and appropriate for the employee's work assignment.

Employees are reminded that Eastern is an institution for the education of children. As such, employees are not permitted to wear clothing that (a) bears an emblem or advertisement for products that are inappropriate or illegal for use by children (i.e. cigarettes, alcohol, drugs) or (b) is sexually suggestive or otherwise suggestive of inappropriate or illegal activities for children.

Because partisan political activities are prohibited on the organization's property, all employees are prohibited from wearing any clothing, buttons, signs, or other accessories advocating for or against a particular political candidate or party.

Furthermore, teachers may not wear while engaged in the performance of the teacher's duties any visible dress, mark, emblem, or insignia indicating the fact that such teacher is a member or adherent of any religious order, sect, or denomination.

Jewelry, makeup, perfume and cologne should be worn in good taste. Employees should be mindful that some people are allergic to the chemicals in perfumes and make-up, so these substances need to be worn with restraint. Visible tattoos and body piercings are permitted provided that they do not contain a message or depiction that runs counter to the mission and policies of EASTERN. Facial tattoos or piercings are prohibited.

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the Director.

24 P.S. Sec. 510

Adopted: 3/13/13

Revised: 11/11/15