

## **Personal Appearance – AR**

- All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. District reserves the right to determine appropriate dress at all times and in all circumstances.
- When the District believes an employee's dress or grooming does not comply with the personal appearance guidelines, the immediate supervisor will discuss the issue with the employee. If continued counseling fails to result in the desired response, the supervisor may initiate disciplinary action.
- District may send employees home to change clothes should it be determined that dress is not appropriate.
- If an employee feels aggrieved by the personal appearance guidelines, s/he may use the dispute resolution process provided in the District's personnel policies.