

**DRESS CODE**

**POLICY STATEMENT:** Bright Start, LLC expects employees to maintain an acceptable standard of modesty and good taste in their dress. It is therefore most important that you be neat in appearance, well groomed, and that your clothing is clean and appropriate for a place of business and your body type. Bright Start, LLC endeavors to promote and maintain a professional and safe environment for our clients and employees; therefore, Bright Start, LLC will implement the following dress code for employees providing direct client care and in the office setting. Violations of this dress code will result in disciplinary action including being sent home to correct the violation.

**PROCEDURES:**

1. Clothing:

- May wear Bermuda shorts (no more than 1 inch above knee) (no short-shorts)
- Jeans, pants, or slacks
- Blouses and dresses (no more than 1 inch above knee) No dresses or blouses that are backless, strapless, or have spaghetti straps unless such garments are covered by another article of clothing (e.g. sweater or jacket)
- Leggings are allowed if blouse, dress, or tunic completely covers the backside. No Yoga pants
- Plain or Bright Start t-shirts (no clothing with printed messages, slogans, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful;
- No Tank or muscle tops unless such garments are covered by another article of clothing (e.g., a sweater or jacket);
- Professional sleeveless blouses or dresses are permitted;
- No Sheer or mesh clothing that exposes undergarments or midriffs;
- No Camouflage apparel;
- Skirts (no more than 1 inch above knee) No Mini-skirts.
- No high heels (stilettos, wedges) (only applies during direct client care)
- Small nose piercings only allowed as long as it is no larger than the example provided. (See pictures)

2. Jewelry

Direct Client Care Setting

Office Setting

One set of post earrings (no hanging or dangling)  
No visible body piercing other than small nose rings  
(see pictures)  
No heavy make-up

modest earrings  
same as direct care  
same as direct care

3. Dresses

No dresses above knee – long skirts OK

no more than 1 inch above knee

## **BRIGHT START, LLC**

4. Fingernails:
  - Nail length no longer than 1 inch from nailbed
  
5. Perfume:
  - Do not wear perfume
  
6. Food and Gum:
  - Do not chew gum while providing client care
  - Do not eat or drink while providing client care
  
7. Hair
  - Natural color such as black, brown, blonde, red, or another natural hue;
  - Highlights must also be of a natural hair color (not pink, purple, blue, etc.) During Autism Awareness Month (April of each year), we are allowing small blue coloring in support of Autism Awareness;
  - Maintain hair in a neat and clean manner;
  - Facial hair must be neatly trimmed.

Management reserves the sole right to determine whether an employee meets company dress code and grooming standards. If there is a question over an article of clothing or jewelry, ask your supervisor prior to wearing it.