



Purpose

This guidance will establish VITA's expectations for personal appearance in the workplace. It provides guidelines for appropriate dress that is inclusive and respectful without regard to race (or traits associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks and twists), color, religion, sex, gender identity, sexual orientation, national origin, disability, cultural observance, household income or body type/size.

Scope

This guidance is intended to be all-inclusive of a hybrid work environment and applies to all VITA classified and wage employees, contractors and volunteers.

Review and Approval

This guidance will be periodically reviewed by human resources (HR) and approved by VITA's agency head.

Summary

Appearance in the workplace is a reflection of ourselves and is a representation of VITA to our customers and visitors. This guidance outlines appearance expectations in the office, working remotely and when conducting business outside of VITA to ensure alignment with our hybrid work environment and offering more flexibility in attire. Additionally, this guidance ensures VITA's commitment to fostering a culture that promotes inclusion, diversity, equitable treatment and mutual respect for all of our employees and contractors.

VITA has adopted two forms of attire, depending on the circumstance, as its standard of dress: *business casual* and *VITA casual*. However, individuals who would like to dress in business formal attire are welcomed to do so. *Business formal attire is a style of clothing that is more conservative. Examples include, but are not limited to: suits, pantsuits, suit dresses; ties, etc.*

For purposes of this policy, VITA has defined both adopted terms as the following:

- ***Business casual*** is a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression; required when meeting customers, unless the client has indicated otherwise. Examples include, but are not limited to: dress pants, slacks, khakis, skirts, dresses; collared shirts, polo shirts, blouses; sweaters, cardigans, blazers, jackets; leather or canvas shoes and loafers.
- ***VITA Casual*** is a style of clothing that is more informal and comfortable for work, but not offensive to others. Examples include, but are not limited to: denim, jeans; polo shirts, t-shirts; sneakers, sandals, etc.

Accordingly, below is a list of guidelines that individuals are expected to use to assist in determining attire that demonstrates good judgment, is not offensive, distracting or revealing or makes others feel uncomfortable.

- Attire, body art, tattoos, piercings and hair should be clean, and must not impede or endanger the individual from performing their job duties.
 - The following are unacceptable at all times:
 - sleepwear
 - clothing with tears, holes, patches or frays
 - clothing worn during workouts or recreational activities
 - clothing with offensive images, logos or language that suggests, displays or references content that can be construed as racist, lewd, vulgar or obscene
 - clothing with references to political groups or affiliations thereof
 - clothing that is too revealing (e.g. crop tops, miniskirts/dresses, tank tops, etc.)
 - flips flops or slides made completely from rubber or plastic
 - head coverings (hats or caps; headscarves, etc.) - *unless it is for a religious or medical accommodation*
- Cosmetic products (e.g. perfumes, colognes, after-shaves, shampoos, etc.) should be light in scent to avoid possible allergic reactions or sensitivities by others.

Roles and Responsibilities

- Employees, contractors and volunteers are responsible for adhering to this policy. Individuals who have questions regarding this guidance are encouraged to speak with their supervisor, manager, director or HR.
- Directors, managers and supervisors must ensure that their employees are familiar with this policy. It is also their responsibility to ensure that this guidance is applied consistently and fairly within their departments or work units.
- HR is responsible for distribution, interpretation and revision of this policy.

Procedures

- At home, if on camera, visible clothing should follow appropriate standards (i.e. business casual or VITA casual).
- In the event that a director, manager or supervisor needs to speak to an employee about their attire, it must be done in a private, respectful manner.
- If it is decided that an employee's attire or appearance is deemed inappropriate, the employee must leave the premises to change before returning to work. Time spent away from work to change attire or appearance will be charged leave. If leave is not available, the time spent away will be leave without pay.
 - Contractors will not be compensated for the time spent away from work.
- If the problem persists, directors, managers and supervisors should follow the normal disciplinary / corrective action process.
- Any employee who requires reasonable accommodation for reasons based on religion, disability, medical or other grounds protected by federal, state or local laws should contact their supervisor / manager or HR.

Exceptions

- Employees may, and are encouraged to, wear VITA-branded attire.

- Individuals who conduct or attend offsite meetings, seminars, conferences, etc., where they come in contact with other business professionals must dress in business casual (or business formal if you prefer) style, unless the other party has indicated otherwise.
- Individuals working in an off-site location will adhere to their respective customer agency's dress code policy.

Associated Policies and other References

Creation of the Virginia Information Technologies Agency; "VITA";

Appointment of Chief Information Officer (CIO) [Code of Virginia, §2.2-2005 et. seq.](#)
[DHRM Standards of Conduct, Guidance1.60](#)

Virginia Human Rights Act - [Code of Virginia, § 2.2-3900 et. seq.](#)

Virginia Personnel Act - [Code of Virginia, §2.2-2900 et. seq.](#)

[VITA EEO Policy Statement](#)

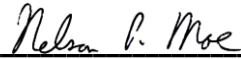
Definitions

Headscarves – A fabric covering for the entire head.

Hybrid work environment – A business model that combines remote work with in-office work.

Slides - Typically rubber or plastic sandals, like a flip flop, but without the thong. Some people use them as slippers; college students may use them as shower shoes.

Approved:

Agency Head Signature: 

Date: 9/20/2021