

Fresno Regional Workforce Investment Board

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 •
www.workforce-connection.com

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWIB OD # 11-11, Revision B

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To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: November 8, 2011

Subject: AYOS Dress Code and Office Guidelines

Applicable Program: Youth

Revision B adds acceptable standards for wearing shorts in the All Youth One System (AYOS) office.

Effective immediately, AYOS staff are to ensure that the Dress Code and Office Guidelines, as documented on pages 2 and 3 is adhered to by all youth.

The Providers of services will be responsible for posting the Dress Code in a prominent location(s), such as resource rooms, computer labs, ACA work spaces, within each AYOS office.

Providers of services are authorized and required to make copies of pages 2 and 3 to distribute to each AYOS youth when they are enrolled into the program. Also, Providers of services must ensure that all AYOS staff and partners are aware of the guidelines and dress code, and that a system is in place that facilitates youth compliance with the guidelines and dress code.

If you have any questions, please contact the Youth Program Manager.

ALL YOUTH ONE SYSTEM OFFICE DRESS CODE

All Youth One System resources are made available to you free of charge. These resources are available for education, employment and training activities only.

Dress should be appropriate for a conservative, semi-professional environment for the comfort of all youth. Additionally, you may be participating in work experiences or job interviews and we want to be confident that you can appear for an interview in appropriate clothing.

Suggested clothing could include clean khakis or pants, polo shirts or work shirts, dresses or skirts, etc. Jeans may be worn, with the provision that they are clean, have no holes, and are in good repair.

At all times, we do not allow the following types of clothing:

1. Observable lack of undergarments or exposed undergarments
2. Leggings in place of skirts or pants
3. Tops that do not cover the midriff or stomach
4. "See through" clothing
5. Undershirts worn as shirts
6. Sweatpants, sweatshirts, track suits, or jogging suits
7. No head coverings with the following exceptions:
 - a. Religious reasons,
 - b. Medical reasons,
 - c. Head coverings that are acceptable in a business environment and is complimentary to the professional attire being worn.
8. Shorts that are either 3 inches above the knee or 3 inches below the middle of the knee.
9. Tank tops (unless it is worn under a woman's jacket), halter tops, and strapless shirts
10. Skirts shorter than mid thigh.
11. Shoes that would not be acceptable as business/occupational attire.
12. Shirts or sweaters, or any other article of clothing, containing graphics or language regarding:
 - a. Sex
 - b. Drugs
 - c. Alcohol
 - d. Violence
 - e. Offensive material towards individuals because of their sexual orientation, gender, race, religion, or national origin.
 - f. Gang attire

All visitors, in consideration of their fellow participants, are expected to adhere to appropriate personal hygiene and grooming standards.

This list is provided for illustrative purposes only and does not address every possibility that may be prohibited. The list is based upon our strong desire to maintain an AYOS Office that is professional and prepares you, the customer, for the expectations of the business community. If staff feels that your attire and/or grooming is not appropriate, you may be asked to leave the AYOS Office until you are properly attired and/or groomed.

All Youth One System Office Guidelines

The All Youth One System (AYOS) Office offers resources to assist youth in educational, employment, and/or training activities only.

AYOS offers these services to youth who comply with the AYOS Office Guidelines. Failure to comply with these guidelines will result in the loss of AYOS privileges.

AYOS staff reserves the right to deny services to any youth whose behavior is offensive, harassing, disruptive, or threatening. No loitering inside the AYOS office is allowed.

Please ask an AYOS staff person if you have any questions about these guidelines.

COMPUTER USE: For equal opportunity for all customers to access a computer, **AYOS reserves the right to limit each customer's daily use to a maximum of two (2) hours, with adjustments as necessary based on usage.** It is unacceptable and grounds for denial of further access to AYOS Office facilities for a youth to access AYOS resources to use, submit, publish, display, or transmit on the Internet or e-mail system any information which (a) violates or infringes on a person's right to privacy; (b) contains or depicts defamatory, false, abusive, obscene, pornographic, profane threatening, racially offensive, harassing, or discriminatory language, or otherwise is illegal; or to (c) conduct any unapproved business; (d) solicit any activity that is prohibited by law; and/or (e) conduct any political activity. All Youth One System is not responsible for the accuracy of any information found on the Internet.

INTERNET AND E-MAIL USE: The Internet is available to aid in AYOS related activities only, and **must not be used to conduct other personal business, research, e-mail, or for accessing websites not related to job search, training or education activities.** Any AYOS youth who knowingly accesses websites that deals with pornography, hate, weapons, terrorism, etc. will be asked to immediately leave the facility and will be denied further access to AYOS facilities.

DISKS/FLASH DRIVES: Youth may use their own disks and/or flash drives in the Office, but AYOS assumes no responsibility for damage to disks, flash drives or loss of data files. Copyrighted software is not to be copied from or to any AYOS computer. AYOS youth are responsible for any consequences of copyright infringement through printing or downloading from the Internet. All disks and/or flash drives must be labeled -- all un-labeled disks or flash drives left in the Office will be discarded.

LAPTOPS: Personal laptops **may not** be used inside the Office. AYOS is not responsible for any AYOS youth's lost or stolen items.

TELEPHONE: AYOS Office phones are to be used to conduct AYOS related activities only.

CELLULAR PHONES: As a courtesy to other youth, please turn-off and do not use a personal phone while you are in the Office.

FAX & COPIER USE: Faxes sent from AYOS are for AYOS-related activities only; a youth is not allowed to receive a fax in the AYOS Office. **AYOS Youth must not attempt any type of maintenance or repair on any AYOS equipment or office machine.** Any problem with such equipment should be reported to a staff member.

PERSONAL BELONGINGS: Customers must limit personal belongings in the Office (i.e., small bag or notebook). AYOS assumes no responsibility for personal items that are lost or stolen. No youth shall possess any dangerous weapon, i.e., firearm, knife, and/or similar implements, of any kind within any AYOS facility. Any youth who is observed to possess such a weapon will be escorted from the facility by authorities, and such possession may be grounds for denial of further access to any AYOS facility.

GUESTS AND/CHILDREN: Guests and/or children **are not** permitted in the AYOS Office.

FOOD AND BEVERAGES: Food and beverages, including water, or smoking **are not** allowed in the Resource Room.

APPROPRIATE ATTIRE: Modest attire is required; shoes and shirts are required. Please see the posted AYOS Dress Code guidelines for further details.

LIBRARY: All Youth One System resource books and/or videos are not to be removed from the Office.