

# **Fresno Regional Workforce Development Board**

*A proud member of America's Job Center of California<sup>SM</sup> Network*

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*Blake Konczal, Executive Director*

## **OPERATIONAL DIRECTIVE**

**FRWDB OD # 24-06, Revision C**

**Date Released: November 18, 2016**

**To: All Fresno Regional Workforce Development Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: November 18, 2016**

**Subject: Resource Room Dress Code**

**Applicable Program: Adult, Dislocated Worker**

**Revision History: Initial Release – 8/18/06; Rev B – 11/19/10**

This Revision C updates the dress code to allow for what is typically allowable in the work place, considering the attire differences in the various occupational sectors.

Effective immediately, all One-Stop staff are to ensure the dress code, as documented on page 2 is adhered to by all customers.

The FRWDB General Services Unit will be responsible for posting the Dress Code in a prominent location with each One-Stop.

Providers of services and One-Stop Partners are authorized to make copies of page 2 to distribute to Resource Room users and clients.

If any questions, please contact the FRWDB Program Manager.

## RESOURCE ROOM DRESS CODE

Workforce Connection resources are made available to you free of charge. These resources are available for job search and/or training activities only.

Our hope is that you will quickly find meaningful employment. **As such, you need to be prepared to go on job interviews or meetings with Workforce Connection staff.**

In order to support your efforts in employment search, we have implemented the following dress code policy.

Dress should be appropriate for a conservative, semi-professional environment for the comfort of all job seekers. Clothing that is typically worn at a sporting event, gym or night club is not considered appropriate in the typical workplace.

Appropriate clothing could include jeans, khakis or pants, polo shirts or work shirts, dresses or skirts, shoes or sandals. All clothing is to be clean and in good repair.

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

1. Skirts, shorts or pants shorter than mid-thigh;
2. Nylons or tights in place of skirts or pants;
3. "See through" clothing, including pants that have holes, shreds or rips;
4. Undershirts without arms
5. Sweatpants, sweatshirts, track suits, pajamas/sleepwear or jogging suits;
6. 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;
7. Observable lack of undergarments or exposed undergarments;
8. Tops that do not cover the midriff or stomach, or allows for an over-exposure of skin (unless worn under a jacket);
9. Shoes that would not be acceptable as business/occupational attire, such as "flip-flops";
10. Any 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 customers, 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 a Resource Room that is professional and prepare you, the job seeker, 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 Resource Room until you are properly attired and/or groomed.