

Effective January 2009
Dress Code Policy



Policy Statement: Appropriate attire must be worn while working for all programs affiliated with CNAP.

Scope: All employees must follow this dress code including student interns, staff, supervisors and directors.

Overall Guidelines: Your clothing should be neat and clean at all times. Be sure to stay completely covered at all times. Torso or cleavage should never be exposed. Anything that is excessively worn, frayed, torn, wrinkled, or revealing is not appropriate. There are times when casual attire can be worn and times when a more professional look is necessary. Please take your entire days' schedule, including locations, meetings, presentations, events, and physical activities, into account when you are dressing. Take pride in your appearance!

Body odor/ Fragrance: There are times when you will be participating in physical activities at various locations or working in extremely hot weather. Please be sure to shower, wear deodorant, and/or change clothes before heading back to the office. In addition, you must be free of any obvious odors or excessive use of perfume or body spray in the office or out on the field.

Unacceptable:	Spaghetti straps or strapless tops, torn or ripped shirts, exposure of undergarments, clothing with obscene or alcohol/drug or gang-related slogans, words, or pictures, or sexually suggestive statements. Dresses, skirts and shorts shorter than 2 inches above the knee. Overly dirty or worn out shoes. Low rise pants (that show undergarments or rear when sitting or bending).		
	In-Office	Field Work	Professional Presentations
	Acceptable	Acceptable	Acceptable
Tops			
Sleeveless	✓	✓	
Polo	✓	✓	✓
Button-up	✓	✓	✓
Sweaters	✓	✓	✓
Turtlenecks	✓	✓	✓
Coats	✓	✓	✓
Nice t-shirts	✓	✓**	
Bottoms			
Shorts*	✓	✓**	
Jeans	✓	✓**	
Capris	✓	✓	
Slacks	✓	✓	✓
Skirts*	✓	✓	✓
Dresses			
Long dresses*	✓	✓	✓
Shoes			
Flip flops	✓	✓***	
Loose sandals	✓	✓	
Loafers	✓	✓	✓
Flats	✓	✓	✓
Dress sandals	✓	✓	✓
Open-toed	✓	✓	✓
Boots	✓	✓	✓
Tennis shoes	✓	✓	

* All shorts, skirts and dresses must be no shorter than 2 inches above the knee when standing.

** Dress appropriately for the event. For example, if you are working at a physical activity promotion, you may wear a CNAP T-shirt or CNAP polo shirt with jeans and tennis shoes; however, if you are meeting with a principal, you should dress in professional business attire.

*** Be familiar with and follow the dress code at the site of your event. Shoes without a back strap should not be worn at sites where they are prohibited. If you are unsure, shoes with a back strap should be worn.