

GREAT FUTURES START HERE.



BOYS & GIRLS CLUB
of the
ANTELOPE VALLEY

DRESS CODE POLICY

Personal appearance plays an important role in the public's perception of an employee as an individual as well as a Club Representative. Employees are expected to dress using good judgment in selecting apparel appropriate to their functional position and avoiding extremes in makeup, hairstyles, and clothing. Employees who come to work dressed in a manner that is inconsistent with this policy will be sent home to change, and any time missed will be considered an unexcused absence.

Working with Club Members is an important responsibility. Staff serve as role models and need to be cognizant that their actions and words are viewed by children and parents alike. All staff are expected to display a positive attitude at ALL times. In that regard, careful consideration of appropriate language, demeanor, appearance, body language, and attire is critical. Please keep in mind the following:

- Face masks should be worn IF required by county or local districts or as a personal preference.
- Daily attire should be clean-cut jeans, Club T-shirt, and name badge. Two Club Shirts will be given upon employment along with one long-sleeve shirt or one hoodie during the fall/winter months. Additional shirts can be purchased or **replaced for \$10 each**. (long-sleeve for **\$12**) Additional sweatshirts can be purchased for **\$20 each**.
- Club t-shirts, or sweatshirts should be visible at all times (front and back). Exceptions will be made for outside activities when additional layering is appropriate. Reflector vests may be required in outside settings for easy visibility of staff.
- All staff are required to wear a name badge. Staff must not alter their badges where their picture is no longer visible. Replacements will cost \$5 each.
- Personally purchased Club clothing or alterations must be approved by a Unit Supervisor.
- Any clothing or accessories that would present a safety hazard are not acceptable.
- Sagging pants, sweats, leggings/yoga or form-fitting clothing, worn or torn pants/shorts are strongly PROHIBITED - (if applicable) shorts/skirts/dresses must pass the fingertips test.
- No open-toe or backless shoes or sandals (this includes crocs). Staff must wear sports shoes when providing recreational activities. Practical options should be considered for ongoing mobility and physical activity.
- No bandannas, no hats or beanies with logos (excluding Club logos and solid colors). Club hats are available for purchase for **\$15 each**.
- For the safety of staff and members, **no oversized jewelry on your person—including your nails, no facial piercings, no long nails exceeding 1/4" in length**, etc.
- Staff must conceal **INAPPROPRIATE** tattoos and body art, including unnatural marks on the skin.
- Staff must refrain from using inappropriate language or displaying inappropriate language or graphics on attire (including drug, alcohol, and tobacco advertisements, weapons, profanity, hate speech, gang affiliation, violence).
- All shirts and badges will be returned upon ending your employment. If not returned, you will be assessed a charge for shirt replacements. It is understood that the staff shirt is not to be worn in free time.
- National or cultural flags, face paint, or body art displayed in a manner that could distract from program or create an unwelcoming environment for other staff, Club members, parents, or partners of AVBGC, is prohibited.
- Clothing, accessories, or displays of any kind that promote political affiliations, ideologies, or movements, including but not limited to slogans, symbols, or flags, unless part of a Club-approved activity, is prohibited.
- Cultural clothing and religious attire are respected and may be permitted as long as they do not interfere with job responsibilities, required dress code as stated above, or contradict safety requirements. Staff must notify their supervisor in advance if they wish to wear cultural garments during scheduled events.

NO LOGOS will be acceptable on clothing or accessories unless otherwise approved as a Club affiliate, by the Executive Director. Examples may include a local school district, donor, sponsor, etc

Dress code violations and/or misrepresentation of AVBGC may result in disciplinary action, including but not limited to: sent home without pay, schedule reduction, suspension, transfer, or termination.

By signing, you are acknowledging your acceptance and understanding of the dress code policy.

Employee Name _____ Date _____