

# ERC STAFF DRESS CODE for ALL PROGRAMS

All ERC employees are expected to portray a clean, neat and professional appearance while at work, in the community and when the public visits our programs. Some programs/positions (like nursing or job coaches) have some additional specific dress code requirements.

No employee or individual served may come to any ERC program wearing any garment, jewelry, hat or carrying a bag or backpack with offensive language or graphics, with anything that advertises or depicts alcohol, drugs, tobacco products, violence, hate themes, racial/gender degradation, sexually explicit or suggestive wording or pictures, gang affiliation, gang related tattoos, gang names or symbols, or any clothing likely to cause a disruption within the ERC program.

The managers and coordinators at each program/ building will use their discretion to determine if clothing/ accessories/tattoos are appropriate.

- ACCESSORIES** - No long belts, spiked accessories, sunglasses or bandanas.
- FOOTWEAR** - All employees must wear footwear that is closed at the toes and secured at the heels.  
(NOTE: Employees in the administration offices may wear open-toed shoes but they may not go out on the RI work floor for their own safety.)  
- CDC Workers: High heels are not appropriate classroom attire.  
- No bare feet ever at any program.
- HYGIENE** - Good hygiene is expected. As a health-care professional, employees with direct contact with individuals served shall keep fingernails trimmed to prevent the spread of germs and to reduce the risk of injury.
- JEWELRY** - Any staff who work directly with individuals served should not wear any jewelry that could be grabbed or pulled and cause harm to the staff or client – this includes body piercings. Be aware that rings with sharp stones or points should be worn with caution as this could cause injury.
- LEGGINGS** - Leggings or yoga pants are allowed but the hip and buttocks area must be completely covered and appropriate undergarments should be worn. Coverage can be by a skirt, shorts, sweater or dress that meets the standards of this dress code.
- LOUNGEWEAR** - Pajamas, house shoes/bedroom slippers and loungewear are prohibited.
- NECKWEAR** - Employees with direct contact with individuals served should refrain from wearing scarves, ties and necklaces that could be grabbed and cause injury.
- PANTS** - Clothing below the waist (pants/shorts/skirts) must be worn at waist level.  
- Sagging is not allowed at all.  
- Pants, shorts or jeans may not have holes that reveal any skin.
- SHIRTS** - Shirts/blouses must come to the edge of your shoulders or meet the 3 finger rule meaning that any strap must be at least the width of 3 fingers.  
- Spaghetti straps, mesh tops, tank tops and halter tops are not allowed.  
- No shirts/blouses may be worn that have one shoulder bare or shoulder exposed.  
- Backs must be covered with no backbone exposed.  
- No cleavage should be visible and no midriffs may be exposed.  
- Sheer blouses may only be worn if they have acceptable undergarment coverage, i.e. camisole, appropriate bra, etc.
- SHORTS** - Shorts may not be more than 3 inches above the knees when standing and when worn at waist level. Shorts can be worn with leggings but they must be modest in nature.
- SKIRTS & DRESSES** - Skirts and dresses may not be more than 3 inches above the knees when standing and worn at waist level. Any skirt or dress shorter than 3 inches above the knees may be worn with leggings but must be modest in nature.
- TATTOOS** - No tattoos can be displayed that are racist, or use defamatory writing, obscene language or symbols, are in any way gang related or portray symbols of drugs, sex or alcohol.

I, \_\_\_\_\_ have read and agree to abide by the ERC Dress Code.  
Please print your name

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



## **Acknowledgement of Training**

### **Receipt of Abuse and Neglect Reporting Policy and Procedures**

I have received training on and have reviewed a copy of ERC's policy and procedures related to abuse and neglect. I have been given an opportunity to ask questions.

I understand that I am a mandated reporter of all witnessed or suspected incidents of abuse, neglect, maltreatment and/or misappropriation. I understand that I am required to report immediately to my supervisor verbally and in writing.

Depending on the ERC program I work for and the requirements of the regulatory agency that oversees that program, I would contact either the Child Abuse hotline at 800-482-5964, or to report suspected abuse/neglect in adults, I may report directly to OLTC (1-800-582-4887) or the Adult Protective Services Hotline (1-800-482-8049).

I also understand that failing to report may result in disciplinary action up to and including termination. I further state that I am aware that failure to report may result in legal action against me. There will be no retaliation for reporting witnessed or suspected incidents.

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Printed Name

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Signature

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Date