LOUISIANA HOUSING CORPORATION		
Policy Number 17	**Policy Name** DRESS FOR THE WORKPLACE	**Original Effective Date** February 21, 2013
Issuing Department Human Resources	**Revision Dates** September 17, 2021; January 15, 2024	
Contact Human Resources	**Signature**	
Appointing Authority Marjorianna Willman, Interim Executive Director	**Signature**	

I. Objective

Louisiana Housing Corporation (LHC), hereinafter referred to as "LHC", strives to maintain a professional and respectful workplace appearance that aligns with the LHC values and standards. As part of that effort, the company requires employees to present themselves professionally, ensuring a cohesive and comfortable environment for all employees and visitors.

II. Applicability

This policy shall apply to all Louisiana Housing Corporation (LHC) employees and all contractors assigned to work physically at LHC.

III. Policy

The image LHC projects to the public is reflected in the appearance of our employees. Employees are expected to dress in smart casual attire unless the task requires otherwise. Smart casual attire includes but is not limited to dressy blouses/tops, dress shirts, dresses, skirts, chinos/slacks, clean sneakers, dark-colored jeans, and hats (not including baseball/athletic hats, bonnets, skull caps, or brimless hats). Simply stated, employees should look well-groomed and present themselves in a neat, clean, and professional manner during business hours and when representing LHC. Employees are expected to use good judgment in their appearance and grooming, keeping in mind the nature of the work, their safety and, the safety of co-workers, and their need to interact with the public.

Employees performing fieldwork are required to wear company-logoed shirts while in the field. The LHC will provide company logoed shirts to all employees performing fieldwork. There are two categories of employees working with LHC clients in the field: substantial and occasional fieldwork. Those employees requiring a substantial amount of fieldwork are those employees assigned to

Compliance, Contract Administration MOR, and Energy Assistance field staff. The Corporation shall provide five shirts in a twelve-month period, three golf and two denim shirts to these employees. Occasional fieldwork consists of those other employees who occasionally work in the field who will receive two shirts, a golf shirt and a denim shirt, in a twelve-month period.

We encourage employees to seek the advice of their supervisor or Human Resources if they have questions regarding appropriate dress or appearance at work. Employees who report to work improperly dressed or groomed may be instructed by their supervisor to return home to change. The time that employees are absent for this purpose will be unpaid unless state law requires otherwise.

Here are some general guidelines to follow with respect to the Dress for the Workplace Policy:

- Your appearance must always be neat and professional.
- Dress appropriately for the nature of the work and the location of the work being performed, i.e., on client-facing days employees should dress business casual.
- Your appearance should not cause a disruption or distraction to fellow employees in the workplace.
- Personal appearance should include cleanliness. If an employee shaves, then the employee's facial hair should be clean-shaven or trimmed. If an employee does not shave, facial hair should be clean.
- Hats can not be worn on client-facing Zoom calls and/or other virtual meetings.
- All hats must be worn with brims forward. No brimless headwear, athletic hats, or baseball hats are allowed (bandanas, skullcaps, bonnets, etc.) If your hat is deemed inappropriate, you will be asked to remove it.
- Cologne and perfume should not be excessive.

LOUISIANA HOUSING CORPORATION		
Policy Number	**Policy Name**	**Original Effective Date**
17	DRESS FOR THE WORKPLACE	February 21, 2013

Appropriate	Inappropriate
Slacks	
• Khakis or corduroys • Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing) • Skorts, capris	• Sweatpants, leggings, exercise wear • Shorts, low-rise or hip-hugger pants or jeans • Torn, frayed or ripped pants or jeans • Jogging suits
Shirts	
• Polo collar knit or golf shirts • Oxford shirts • Company logo wear • Short-sleeved or sleeveless blouses or shirts • Turtlenecks • Blazers or sports coats • Jackets or sweaters	• T-shirts or sweatshirts • Sports jerseys • Low cut, unnecessarily revealing, or too tight blouses or shirts • Exercise wear • Crop tops, tank tops, clothing showing midriffs, spaghetti straps • Clothing with inappropriate or offensive words or imagery
Shoes	
• Boating or deck shoes, moccasins • Sandals, open-toe shoes • Casual, low-heel, open-back shoes (e.g., mules, slingbacks) • Clean/dressy tennis shoes	• Flip-flops or slides • Athletic shoes, uncleaned tennis shoes • Slippers

Nothing in this policy is intended to prevent employees from wearing facial hair or hairstyle that is consistent with their cultural, ethnic, or racial heritage or identity. This policy will be interpreted to comply with applicable local, state, or federal law.

IV. Addressing Workplace Attire and Hygiene Problems

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If an employee comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work.

If an employee's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

V. Reasonable Accommodations of Religious Belief or Medical Conditions

LHC recognizes the importance of individually held religious beliefs to persons within its workforce. LHC will reasonably accommodate an employee's religious beliefs regarding workplace attire unless the accommodation creates an undue hardship. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resources Department.

LHC also recognizes that accommodations to the dress code may be necessary due to certain medical conditions. Employees should refer to LHC Policy 2, Americans with Disabilities (ADA), on procedures of how to request an accommodation due to a medical need.

VI. Questions

Questions regarding this policy should be directed to Human Resources.