



## POLICY

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TITLE: Dress and Appearance Policy

POLICY NUMBER: 003

EFFECTIVE DATE: 3/22/2017

REVIEW DATE: 3/1/2025

SUPERSEDES POLICY NUMBER: HR 6D81; Policy 003 dated 8/27/2016; 5/1/2012

AUTHORIZED BY: Board of Trustees

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1. Purpose: To provide direction for Timberland Regional Library's (TRL) employee dress and appearance.
2. Scope: This policy applies to the employees and volunteers of TRL.
3. Background: None.
4. Definitions: None.
5. Policy:
  - a. Appropriate employee attire and grooming contribute to a positive library and work experience and may also impact safety in the work place. Employee attire must not have the effect of disrupting library services or be used to promote or challenge matters that are not related to the provision of library services. Toward these purposes, employees may not:
    - i. Wear clothing that is reasonably considered to contain offensive language or pictures, or clothing that has the effect of disrupting library services for staff or patrons.
    - ii. Wear clothing or footwear that creates unsafe conditions.
    - iii. Use products like perfume or cologne that contain fragrances or scents.

- b. TRL-issued photo identification badges shall be worn unmodified and visible while on duty.
- c. Violations of this policy may result in disciplinary action.

6. References:           1. Dress and Appearance Procedure  
                              2. Photo Identification Procedure

7. Citations:            None.

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, March 22, 2017