



DRESS CODE FOR EMPLOYEES AT PASTORAL CENTER

POLICY

The Archdiocese of Miami strives to be an organization where employees enjoy their work environment while being respectful of Church mission and values. Offices are a professional place of ministry where open communication occurs comfortably across all levels. To help meet these goals, a Business Casual Dress Policy is adopted for the lay employees of the Pastoral Center. The normal attire for priests at the Pastoral Center is Clerical attire. Religious dress professionally in keeping with the requirements of their Religious Congregation or in accordance with the following Business Casual Dress Policy.

PROCEDURE

While adopting a Business Casual Dress Policy as the dress code for the Pastoral Center, there will be occasions when customary business attire is desired and/or required. Dependent on the employee's position and responsibilities, there will be times when customary business attire is necessary and expected such as when hosting or attending formal meetings, seminars, roundtables, etc., or are representing the Archdiocese or its entities at formal events. Employees are expected to always represent the Archdiocese or its entities in a professional manner and dress appropriately for conducting such business. This policy does not require employees to purchase casual business attire. Employees who prefer to dress in traditional business attire should feel free to do so.

GUIDELINES

I. OFFICE ENVIRONMENT - MEN

ACCEPTABLE	NOT ACCEPTABLE
Dress pants, Dockers, corduroy	Jeans, shorts, cotton or nylon sweatpants, athletic attire
Pullovers, dress shirts, sweater with collared shirt or turtleneck, polo-type cotton shirts, blazer/sport coat	Sweatshirts, t-shirts, sleeveless shirts
Casual business shoes, loafers, boat/deck shoes, oxfords, boots	Athletic shoes, work boots, sandals

II. OFFICE ENVIRONMENT - WOMEN

ACCEPTABLE	NOT ACCEPTABLE
Dress pants, Dockers, corduroy, skirts and dresses (not shorter than 2 inches above the knee)	Jeans, Capris, cropped pants, shorts, sweatpants, athletic attire, stretch pants or leggings, stirrups, cotton or nylon stretch pants
Blouses, sweaters, polo shirts, dress jackets	Sleeveless shirts (tank tops, halter tops, spaghetti straps), low cut tops or backs, distracting, offensive, excessively tight-fitting or revealing clothes, sweatshirts, or t-shirts
Dress shoes with or without heel, loafers, slides, open-toed shoes, dress sandals, or boots	Flip flops, thong-toed shoes, hiking boots, hiking sandals, athletic shoes



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1. Employees are required to choose business casual clothing that communicates professionalism and is appropriate for the employee's schedule of activities or meetings for that workday.
2. Keep in mind that shoes should cover the majority of the foot area. Employees whose primary work includes packaging/shipping, maintenance, or warehouse duties must wear closed-toe shoes.
3. Clothing should be modest and fit appropriately. It should not be so close fitting that the abdomen, chest, buttocks, or any undergarments are exposed when in an office setting.
4. Clothing should be free of profanity, references to drugs or alcohol, or anything offensive to the mission of the Catholic Church.
5. Tattoos must be appropriate in content and in keeping with a professional image.
6. Department Heads are responsible for interpreting and enforcing the Business Casual Dress Policy in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Reasonable accommodation will be made for employees' disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Questions or complaints that cannot be handled to an employee's satisfaction by his/her Department Head should be taken to the Chancellor for Administration.
7. An employee whose appearance does not meet these standards will be counseled by his/her Department Head. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress policy may result in disciplinary action up to and including termination of employment.

FRAGRANCE POLICY

Recognizing that some staff members and visitors to our offices may have sensitivity and/or allergic reactions to various fragrant products, employees are asked to either refrain from using them or only using lightly-scented products in moderation. Personal fragrances (perfumes, colognes, lotions, powders, etc.) that are especially perceptible to others are not to be worn by employees. Other fragrant products (scented candles, potpourri and other similar items) are also not permitted in the workplace.

Department Heads are responsible for interpreting and enforcing fragrance standards in their area of responsibility. This includes counseling employees whose choice of personal fragrance may cause sensitivity or allergic reactions to others. Repeated disregard for this policy may result in disciplinary action up to and including termination of employment.

Any employee with a concern about fragrances is to contact his/her Department Head or the Chancellor for Administration.

Initial: December 1, 2010

Current: December 1, 2010