

POLICY AND PROCEDURE	
SUBJECT/TITLE:	Business Casual Dress Code
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Health Commissioner
ORIGINAL DATE ADOPTED:	11/06/2019
LATEST EFFECTIVE DATE:	7/17/2025
REVIEW FREQUENCY:	Every five (5) years or as needed
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-053

A. PURPOSE

Canton City Public Health (CCPH) is committed to maintaining a professional and respectful work environment. This includes appropriate workplace attire that reflects our values and promotes a positive public image. This policy outlines the standards for business casual dress and appearance for all staff, including expectations for situational dress and guidance for supervisors.

B. POLICY

Canton City Public Health's official dress code is Business Casual.

Staff are expected to present themselves in clean, neat, and professional manner at all times, whether working in-office, in the field, or engaging with the public or partner agencies. Supervisors may use reasonable discretion to determine appropriate attire based on duties and scheduled activities. Employees not meeting these expectations may be asked to return home to change and will not be compensated for that time. Reasonable accommodation will be made for religious, cultural, or medical needs.

C. BACKGROUND

N/A

D. GLOSSARY OF TERMS

N/A

E. PROCEDURES & STANDARD OPERATING GUIDELINES

The following dress code rules apply to all CCPH:

- 1) General Expectations
 - a. Employees must be clean and well-groomed. Grooming practices based on religious, cultural, or ethnic traditions are respected.
 - b. Clothing must be professional, clean, in good condition (free of holes, stains, fraying), and appropriately fitted to support a professional and respectful work environment.
 - c. Clothing should not display large logos, branding, or slogans unless department-issued (e.g., CCPH, SWAP, WIC Breastfeeding). Small manufactured emblems or brand identifiers (e.g. Nike swoosh, Izod logo) that are customarily located on the upper left chest area and are no larger than approximately 2 inches in width or height are acceptable.

- 2) Appropriate Attire



- a. Pants: Slacks, khakis, corduroys, ankle or cropped pants. Jeans are not permitted except as specified below. Leggings and other fitted pants are permitted, provided they are worn with tops that offer sufficient coverage and present a professional appearance. Leggings should be opaque; Yoga pants or athleisure wear should be reserved for dress-down days.
- b. Shirts/Tops: Blouses, button-down shirts, sweaters, turtlenecks, polos, and sport jackets. Sleeveless blouses and shell tops are permitted if not sheer or revealing. Tops should cover the torso. CCPH tops with the approved logo in the upper left chest area are permitted at any time. T-shirts and hoodies are not acceptable except as specified below.
- c. Dresses/Skirts: Must reflect an office-appropriate length and style.
- d. Spaghetti straps, low-cut, or revealing garments are not permitted.
- e. Shoes: Flats, boots, wedges, modest heels (4 inches or less), and conservative sandals. Flip-flops or footwear not securely attached to the heel are not permitted.

3) Field and Clinical Attire

- a. Employees working in the field or in clinical settings (e.g. harm reduction, immunization) may wear department-branded t-shirts and practical attire, including jeans (non-distressed), as approved by a supervisor.
- b. Department-branded or plain T-shirts and hoodies are acceptable for field work.
- c. Jeans (non-distressed) are acceptable for field work.
- d. Shorts are permitted on approved field work events during the summer.
- e. Clinical and fieldwork staff must wear closed-toe shoes.

4) Community Engagement and Outreach Events:

- a. The dress code is specific to each event and will be included in the event invitation.
- b. Attire includes CCPH-branded clothing, such as a CCPH t-shirt paired with jeans in good condition. (Discretion should be used for community engagement events where jeans would not be appropriate.) A plain solid-colored t-shirt or polo shirt, along a CCPH name badge is acceptable if CCPH-branded attire is not available.
- c. For outdoor summer events, shorts or skorts are acceptable as long as they are of professional length and not cut-offs.
- d. Hats are permitted.
- e. Shoes should be sturdy, such as gym shoes or boots. Sandals and open-toed shoes are not permitted.

5) Dress-Down Days

- a. Employees may wear more casual attire on designated dress-down days, with supervisor approval.
- b. Divisions may adopt a themed dress-down day; however, staff with external responsibilities will be required to change into branded attire or business casual clothing prior to attending.
- c. Department-branded or plain T-shirts and hoodies are acceptable on dress-down days.
- d. Jeans (non-distressed) are acceptable on dress-down days.
- e. Dress-down attire should remain clean, neat, and appropriate for a public service setting.

- f. Pajamas, sleepwear, or excessively distressed clothing are not permitted.
- 6) Unacceptable Attire (Except where specifically permitted above)
 - a. Shorts, skorts, overalls, sweatpants, yoga pants, leather pants
 - b. Revealing or body-conforming garments (crop tops, halters, spaghetti straps, strapless)
 - c. Graphic tees, clubwear
 - d. Flip-flops, stilettos, platform shoes, plastic or rubber clogs
 - e. Any attire inconsistent with a professional public health setting
- 7) Grooming:
 - a. Employees should maintain a clean, tidy, and professional appearance.
 - b. Hair (including facial hair) must be well groomed.
 - i. Employees handling food or performing food inspections/enforcement must follow applicable food safety standards.
- 8) Special Events
 - a. CCPH may require formal attire for events, such as suits, ties, dresses, and professional footwear.
 - b. Clothing should align with individual identity and event formality.
- 9) Remote Work Attire
 - a. Employees working remotely are expected to appear on camera in attire that aligns with business casual expectations during virtual meetings, especially when engaging with partners or external agencies.
- 10) Supervisor Responsibilities
 - a. Supervisors are responsible for communicating expectations and addressing violations respectfully and consistently.
 - b. Repeated violations may be addressed through the progressive discipline process.

F. CITATIONS & REFERENCES

N/A.

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

- 1. Diane Thompson, RN, MSN – Director of Nursing
- 2. Division Leadership Team

H. APPENDICIES & ATTACHMENTS

N/A

I. REFERENCE FORMS

N/A.



J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
5/27/2025	5/27/2025	Dthompson	Full policy modernization and clarification

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.