

YMCA of the Fox Cities

Dress Code Policy

Overview: To project an image of professionalism, to allow staff to be instantly identifiable and to show high standards of quality in all areas of our facility. An employee's position and their department's activity dictate the type of clothing or uniform that is worn. The overall goal is to develop consistent attire so that employees can be easily identified by members, participants and co-workers.

GENERAL DRESS CODE FOR ALL DEPARTMENTS

1. **SHIRTS:** To easily identify staff and for safety purposes, program and front line staff should wear approved blue YMCA garments (Staff t-shirts, polo shirts, button up dress shirts, wind jackets, fleece jackets or fleece vest) at all times. Only white or black (and without writing) long-sleeved shirts may be worn underneath. Blue YMCA staff shirts should not be covered up by hoodies or cardigans. Exceptions from the approved shirts may be made with the approval of the Executive Director during special events or promotions. No tank tops, blouses or shirts that are revealing. Shirts must limit the body exposure and be at an appropriate length; no midriff, stomach showing, or low cut shirts.
2. **NAMETAGS:** Nametags must be worn at all times by all employees.
3. **PANTS/SHORTS:** Tan, khaki, navy blue, grey, or black casual dress pants are appropriate as well as black, tan, grey, or navy blue wind pants. No blue jeans, jean shorts or bibs. Skirts and shorts must not be more than 6" above the knee (shorts as approved by departments are to be tan, khaki, navy blue, grey, or black). Capris are also allowed. However, no frayed, holey pants or shorts.
4. **SHOES:** Shoes must be worn at all times. Dress-type sandals are acceptable, except for Maintenance, Café, and Fitness or Lifestyle Center staff. Exercise/tennis shoes (in good condition) are preferred in most areas. Water shoes, flip-flops and/or aqua shoes only to be worn in the vicinity of the pool.
5. **HATS:** Hats can be worn only when engaged in outdoor activities to shield the sun.
6. **TATOOS/PIERCINGS:** Jewelry and other accessories are permitted in moderate amounts and of minimal size. Jewelry should not be loose, dangle in such a way that it creates a safety hazard, or becomes distracting to the customers served. Minimal ear piercings. Management may require that visible jewelry, body piercings, devices, or body art (such as tattoos) be removed or covered for certain positions or shifts. Questionable piercings or accessories may be subject to management's discretion and dependent upon the position. No controversial or inappropriate tattoos should be visible at any time.
7. **HAIR:** Hair must be neat, well groomed, away from the face, and typically of natural colors. Questionable hairstyles (spiked hair, inappropriate shaved designs...) and/or colors (purple, orange, blue....) may be subject to management's discretion and dependent upon positions. Hair must not be loose or dangle in such a way that it creates a safety hazard or becomes distracting to the customers being served.
8. **GENERAL:** Clothing or any attire with inappropriate words, phrases, or graphics will not be allowed and are subject to management discretion. Wearing any apparel that advertises alcohol, tobacco, drug paraphernalia or innuendoes, sexual theme or poor conduct is strictly prohibited. Undergarments should not be visible at any time. All staff is expected to maintain a clean and professional appearance. All clothes, uniforms, hairstyle and overall appearance must be neat, clean, well groomed, and in good taste at all times.

Additional Requirements or Approved Exceptions for Specific Areas:

Office Personnel, Management, and Administration:

1. The general dress code guidelines should be followed with generally accepted business casual or business professional attire (when appropriate).

Fitness Instructors:

1. Wear appropriate exercise attire.
2. Comfortable exercise clothing.
3. No thong type leotards, bra tops, or exposed navel or midriff.

Lifestyle Center:

1. Approved Blue YMCA garments at all times.
2. Sweat pants, wind pants, or shorts.
3. No thong type leotards, bra tops or exposed navel or midriff.
4. Exercise shoes must be worn (no flip flops or sandals).

Physical Programs/Sports and Recreation:

1. Approved Blue YMCA garments at all times.
2. Sweat pants, wind pants, or nylon/cotton athletic shorts are required.

Aquatics:

1. YMCA Blue Guard Shirt or Blue YMCA staff shirt.
2. Female staff must wear one-piece swimsuit. Male staff must wear boxer type swimsuit.
3. For Lifeguards: nametag & whistle are required at all times.
4. Water shoes, flip-flops or aqua shoes are permitted (shoes are not allowed on pool deck).

Dance:

1. Wear appropriate dance or exercise attire.
2. No thong type leotards, bra tops or exposed navel or midriff.
3. Dance shoes are required.

Kids Corner and Drop In

1. Blue YMCA garment or Blue YMCA apron.
2. Colored jeans, wind pants, casual or dress pants are appropriate.

Day Care, Child Care, Pre-School/Pre-K, School Age, Growth & Development and Arts & Humanities

1. Business casual or approved Blue YMCA garment or Blue YMCA apron.
2. Colored jeans, wind pants, casual or dress pants are appropriate.

Membership Service Areas:

1. Blue YMCA garment.
2. Casual or wind pants are appropriate. No blue jeans, jean shorts or bibs.

Membership Service Areas include:

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| • Front desk | • Family Fun Center |
| • Scanner | • Junction |
| • Lower Lobby | • Locker Rooms |
| • Fitness Centers | • Cafeteria |
| • Membership | • Ramp |

Massage Therapist

1. Clean casual shirt – t-shirt is acceptable.
2. Colored jeans, jeans, wind pants or casual dress pants.

Maintenance:

1. Blue YMCA garment.
2. Casual or wind pants are appropriate.
3. Due to nature of job, jeans are acceptable.

Building Supervisors and Teen Night Staff:

1. Blue YMCA garment.
2. Casual or wind pants are appropriate. No blue jeans, jean shorts or bibs.

****Attire purchased by YMCA and provided to you should be returned upon termination of employment.***

If a potential conflict is identified, the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, transfer to alternative positions, etc.

Executives, management, directors, coordinators and supervisors are responsible for enforcing the dress code and grooming standards in their areas. This includes immediately addressing, bringing questions to appropriate management's attention, and/or counseling employees whose dress and/or appearance is inappropriate. Reasonable accommodation may be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Any request for accommodations should be made in writing and with the Human Resource Director.

NOTE: Interpretation of policy, questions, conflicts or complaints that cannot be handled by the branch management to an employee's satisfaction should be taken to the Human Resource Director.

Any employee whose appearance does not meet these standards will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress code and grooming policy may result in disciplinary action up to and including termination of employment.

Print Name

Employee Signature

Date