

### (OPP-3)

**DATE:** February 1, 2016  
**FROM:** Office of Physical Plant  
**TO:** All Physical Plant Technical-Service Employees  
**SUBJECT:** Appropriate Dress

To ensure OPP effectively fosters a safe and professional work environment; employees must wear neatly finished attire that is not torn or frayed. Shoes must be close-toed and comply with the PPE requirements of the job.

Walking-length shorts and sleeveless shirts that provide full upper-body coverage may be worn in certain circumstances with permission of the supervisor.

Alcohol, tobacco, or illegal drug related graphics, and offensive or suggestive language are not permitted on clothing. It is difficult to determine what our customers and coworkers may find offensive. Therefore, it is recommended that graphics and text be minimized on clothing.

Proper work attire gives the OPP team a great opportunity to promote a positive impression of our skilled and professional work force.

Established as policy October 25, 1990

Revised September 3, 2001

Revised June 3, 2002

Revised April 1, 2005

Revised February 1, 2016 (number change from OPP-4 to OPP-3 - Reword to stress professionalism and safety)