

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
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(207) 430-6000

**Inter-Departmental Memorandum**

**January 15, 2014**

**TO:** All Defense, Veterans and Emergency Management Employees

**FROM:** Brigadier General James D. Campbell, Commissioner/Adjutant General

**SUBJECT:** DVEM Policy 14-02, Policy on Appropriate Civilian Employee Attire in the Work Place

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1. This memorandum of policy is effective immediately and remains in effect until renewed or revoked.

**2. POLICY:**

It is the policy of the Department of Defense, Veterans and Emergency Management (DVEM) that civilian employee attire during work hours and work-related activities shall be appropriate to the duties and content of the position, to the safety of the employee and other individuals, and to the probability of public contact. Military employees will follow appropriate regulations. The personal appearance, grooming, and personal hygiene of employees contribute significantly toward the public impression of the DVEM. Employees are expected to present a neat and professional appearance at all times. While the decision on dress is a personal choice by the employee, the employee's supervisor will make the final decision whether the dress is appropriate for the work environment.

**3. PURPOSE:**

The purpose of this policy is to set forth guidelines addressing employee work apparel, grooming, and personal hygiene (Business Casual Dress Code Guidelines are listed on Page 5).

**4. APPLICABILITY:**

This policy applies to all civilian employees of the Department of Defense, Veterans and Emergency Management in all sections.

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**5. PROCEDURE:**

Each section within the DVEM is required to implement the dress code policy, which outlines the following points:

- Defines the business purpose for the policy (e.g., maintaining a professional image to its clients and to the general public).
- Defines the appropriate attire based on work performed, the work setting, safety issues, and employee contact with clients and the general public.
- Lists specific examples of acceptable and unacceptable attire (e.g. shorts, sweat pants, etc.).
- Addresses the consequences for violation of the policy.

**6. RESPONSIBILITY:**

**Deputy Commissioner and equivalent are responsible for:**

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

**Section Heads are responsible for:**

Ensuring that each employee under his supervision, current and new:

- Is made aware of any applicable dress code policy and its contents as well as any forthcoming revisions, and
- Is informed that he must abide by the terms of the policy as a condition of employment, and
- Is informed of the consequences of violation of the policy.

Providing for formal review of any applicable dress code policy with all employees on an annual basis.

Providing for informal discussions of grievances and complaints in an effort to resolve problems prior to the filing of a formal complaint.

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Maintaining records of any dispute between the agency and an employee regarding the dress code including any written statement from the agency or employee of the reasons for the disagreement.

Monitoring the effectiveness of the applicable dress code policy and suggesting appropriate changes when necessary.

Dealing with violations and grievances in a fair and consistent manner.

Resolving disagreements between supervisors and employees regarding the appropriateness of specific clothing.

**Managers/Supervisors are responsible for:**

Complying with this policy in any fashion instructed by the section head.

**Employees are responsible for:**

Arriving to work dressed in accordance with the applicable policy and the job duties of the position.

Bringing grievances to the attention of a supervisor.

**7. VIOLATIONS:**

Employees found to have violated this policy may be subject to enforced leave or leave without pay for the purpose of obtaining appropriate apparel or, if appropriate, disciplinary action.

**8. QUESTIONS:**

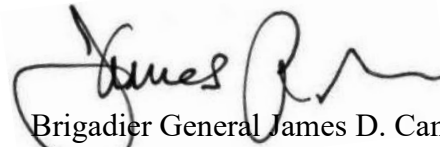
Questions regarding this policy should be directed to the Supervisor, Manager, and/or Section Head.

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**9. EXCEPTIONS:**

Exceptions to this policy must be presented to the Commissioner's office along with compelling justification.

10. Point of Contact is the Deputy Commissioner at (207) 430-6000.

A handwritten signature in black ink, appearing to read "James D. Campbell". The signature is fluid and cursive, with a large initial "J" and "C".

Brigadier General James D. Campbell  
Commissioner and The Adjutant General

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## **Business Casual Dress Code Guidelines**

**Dress and Grooming:** The dress and grooming of DVEM employees shall be clean, neat, in a manner appropriate for their assignments and in accordance with any additional standards established by their supervisors and approved by the Commissioner's office.

### **Regulations-Standards:**

A dress code gives us a standard for our professional appearance. It enables employees to project a professional, business-like image while experiencing the comfort advantages of more casual and relaxed clothing. The DVEM dress code applies to all employees, including full and part-time staff members, unless other specific job-related standards are established and approved by the Commissioner's office. Business casual dress is the standard for this dress code.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.

Clothing should be neat in appearance. Torn, dirty or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

Below is a general overview of acceptable business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive. No dress code can cover all contingencies. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or a Director for Human Resources.

### **Slacks, Pants, and Suit Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants and nice looking dress synthetic pants are acceptable. Capri pants are acceptable if they are mid-calf or longer in length. Inappropriate slacks or pants include jeans (except on designated days), sweatpants, exercise pants, short shorts, Bermuda shorts, leggings, and any spandex or other form-fitting pants such as bike clothing.

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### **Skirts, Dresses, and Skirted Suits**

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Shorts, skorts, ultra-short skirts and spaghetti strap dresses are inappropriate for the office.

### **Shirts, Tops, Blouses, and Jackets**

Casual shirts, golf/polo shirts, tops, blouses, sweaters, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire include tops that are cut too low, tank tops, bandeau/tube tops, midriff tops, halter-tops, tops with bare shoulders, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogan, and t-shirts unless worn under another blouse, shirt, jacket, or jumper. Top length should be long enough that bare skin is not revealed when seated. T-shirts, sweatshirts and sweat suits may not be worn as an outer garment.

### **Shoes and Footwear**

Shoes shall be soled and appropriate for the job responsibilities of personnel. Loafers, boots, flats, clogs, mules, strapped sandals, Birkenstocks, conservative athletic shoes, sneakers, dress heels, and leather deck shoes are acceptable. Flip-flops, Crocs and slippers are not acceptable in the office. *Closed toe and closed heel shoes may be required in some departments and areas.*

### **Jewelry, Makeup, Perfume, Cologne, Piercing and Tattoos**

No excessive jewelry, makeup, perfume, or cologne is permitted; tasteful visible body piercings are allowed; tattoos must be in accordance with guidelines in paragraph 2 of the memorandum.