

# Diocese of Altoona-Johnstown

Department of Human Resources  
Effective: February 03, 2020  
Revised: September 02, 2022

## Workplace Attire

### I. Introduction

As representatives of the Diocese of Altoona-Johnstown and its associated locations, employees are expected to present themselves in a respectful, conservative and professional manner at all times. Therefore, in accordance with anti-discrimination regulations, the required dress code is to be followed by the guidelines below.

### II. Business Casual

This type of dress is to be used for the regular work week and is defined as business-appropriate while being less formal than business professional wear and more formal than what one would wear to personal outings.

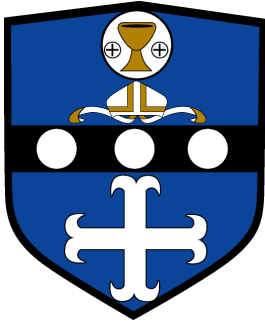
- A. Women: Dress, skirt, dress pants, blouse, sweater, dress shoes, strapped sandals with heels.
- B. Men: Collared shirts tucked in, slacks with belt, shoes with socks.

### III. Business Professional

When meeting with visitors, employees may be required to dress in business professional attire such as suits. Directors are to provide guidance, as applicable.

### IV. Casual Wear

Every Friday, employees will be permitted to “dress down” and wear the following: jeans, casual shirts, leggings with tops that are thigh length, sneakers, and strapped sandals with heels. If employees are scheduled to attend meetings or host visitors on a Friday, dressing down may not be appropriate. Directors are to provide guidance, as applicable .



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## **V. Inappropriate Items**

When deciding upon what to wear to work, it is never appropriate to include jeans with frays, rips or holes; flip flops or sandals without heels and straps; shirts with writing or graphics; sports jerseys; tank or midriff tops; sundresses or shirts with spaghetti straps; low necklines; shorts of any length; mini-skirts; sweatpants, yoga pants or any type of clothing that is tight and/or revealing.

## **VI. Discipline**

If clothing is determined to be inappropriate at the discretion of Human Resources, employees may be asked to leave work in order to change with the related time being covered by paid time off or remaining unpaid.

## **VII. Body Piercings**

Rings and other body piercing jewelry through the nose, eyelid, tongue, or other visible body part other than the ear lobes are not appropriate.

## **VIII. Tattoos/Body Art**

Tattoos and/or body art will be evaluated on a case-by-case basis and employees may be asked to cover them at the discretion of Human Resources. However, any on the face, scalp, ears, or neck are prohibited. Also prohibited are those of a sexual nature, those that depict racism or any that may otherwise be considered offensive under the same principles that apply to pictures, emails, or posters in the workplace.

## **IX Safety Attire**

Employees in maintenance and related positions are expected to dress in a respectful manner while safeguarding themselves from injury while working. Work boots of at least ankle-high coverage are required. Long or short sleeved shirts, and long pants are required while performing landscaping duties. Wearing personal protective equipment is required.

## **IX. Summary**

Good judgement in work attire and appearance is expected of everyone. If employees have questions concerning the appropriateness of an item, see Human Resources.