

Policy: 2255-11- Dress Code

Section: General Personnel Policies

Office/Department: Division of Human Resources

Reports To: Division of Admin/General Counsel

Contact: 404-631-1000

The Georgia Department of Transportation (GDOT) does not specify a Department-wide dress code. As representatives of the State, employees should present a business-like, professional image. Accordingly, clothing should be appropriate to the work setting (i.e., suitable to the job and the work environment based on duties and clientele served), clean in appearance, neat and not offensive, revealing or provocative. Examples of attire that might be considered inappropriate in most work settings include, but are not limited to:

- Shorts, tank-tops and denim jeans;
- Excessive or unusual visible body piercings; and,
- Lettered or illustrated attire promoting tobacco or alcoholic products.

In certain types of jobs, employees may be required to meet specific dress standards or be required to wear full, regulation uniforms. Supplemental policies may be developed by GDOT organizational units as necessary or appropriate. See [Addendum A](#) for standards specific to the General Office.

Casual Dress Day:

Designation of a periodic casual dress day in a GDOT organizational unit is permitted. Dress on a casual day may be less formal but should always be neat, clean and suitable for the workplace. If lettered or illustrated attire is worn, it should not promote a particular political, moral, religious, personal or other opinion. Attire which might be construed as being obscene, vulgar, offensive or inflammatory is prohibited.

Appropriateness of Dress:

Decisions on the appropriateness of dress and the procedures to be followed will be made on a case-by-case basis by the supervisor, manager or other authorized official of the organizational unit after consultation with the appropriate HR representative and the Human Resources Office. Issues that will be considered include, but are not limited to:

1. health and safety;
2. general public, contractor, or customer proximity;
3. work function of the unit; and,
4. complaints received or likely to be received.

Prohibited Dress:

The following items are **not** appropriate dress at any time in any GDOT organizational unit:

1. Lettered or illustrated attire promoting specific political, moral, religious or personal opinion;
2. Lettered or illustrated attire which might be construed as being obscene, vulgar, offensive or inflammatory;
3. Any clothing that reveals under garments;
4. Halter tops, beachwear, work-out attire, sundresses; flip-flops; house slippers;
5. Leggings or tights; and,
6. Spandex or other form-fitting attire.

Guidelines:

In keeping with the dress code, the need for proper appearance is expected. Therefore, the following guidelines of dress are expected from all employees:

1. Clothing, to include jewelry and hair, should not be loose or dangle in such a way that it creates a safety hazard.
2. Visible tattoos must be appropriate in content and in keeping with a professional image.

Discipline for Inappropriate Dress:

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

References:

None.

History:

annual review: 03/05/24;
added to TOPPS: 04/04/05