



Dress Code

South Carolina State Library Employee Handbook

Conduct Policy

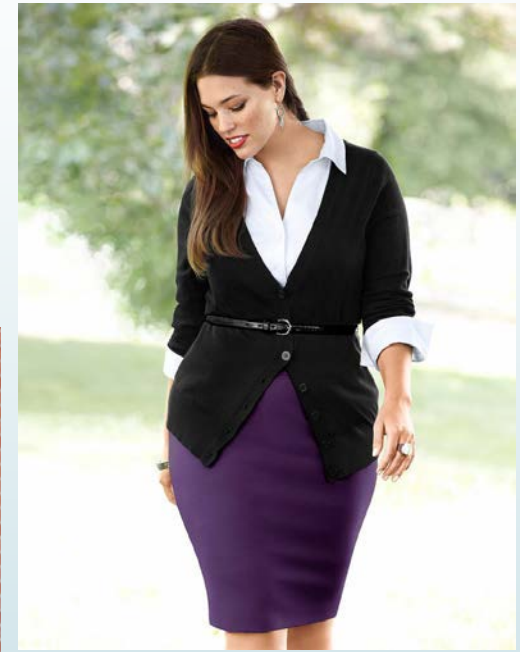


Employees are expected to dress in a professional manner suitable to their positions within the Agency and in accordance with organizational standards.

Professional Dress - Men (interviews, meetings, training)



Professional Dress - Women (interviews, meetings, training)



Business Dress - Men (typical day)



Business Dress - Women (typical day)



Jeans

- ▶ Allowed on Fridays!
- ▶ **EXCEPT:**
 - ▶ Employee is conducting or involved with a meeting
 - ▶ IF there is a public library meeting taking place
 - ▶ If there is a State Library-sponsored event, awards ceremony, program, etc.
 - ▶ If the employee is part of an interview team, conducting an interview



Acceptable Jeans



Unacceptable Jeans



Unacceptable Tops



- ▶ T-shirts
 - ▶ No message shirts are allowed unless the message shirt is one that promotes the State Library or has a small brand logo such as polo.
- ▶ Exposed bra straps
- ▶ Bare midriffs
- ▶ Sheer clothing, low-cut, halter tops, tank-tops



Unacceptable Bottoms



- ▶ Shorts
- ▶ Jeans with holes or tears
- ▶ Cutoffs
- ▶ Sweats
- ▶ Spandex / Active Wear



Unacceptable Shoes

- Flip Flops
- Slippers
- Bare Feet



Hats



- ▶ Hats are not allowed



Acceptable Head Coverings

- ▶ Covering for Religious Reasons
- ▶ Scarves
- ▶ Brightly Colored Hair



Final Note

- ▶ When in Doubt:
 - ▶ Ask Your Supervisor
 - ▶ Dress Professionally
- ▶ Employees dressed inappropriately:
 - ▶ Must Change
 - ▶ Must Take Annual Leave for Time Missed

