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)