

## 805 Professional Appearance

Revised: 9.14.2026

### **Your attire is a representation of your professionalism.**

Our dress, grooming and personal cleanliness standards ensure resident and employee safety, are important to infection control and contribute to an appropriate professional image. During business hours, or whenever representing RWC, you are expected to dress and groom yourself according to the requirements of your position.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform and have the right to discern what is appropriate for safety and professional image. Employees who do not meet our professional standards may be asked to leave work and return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Reasonable accommodation may be granted for appropriate dress for a person with a disability.

#### **ALL EMPLOYEES**

- Name badges should always be worn visibly above the waist.
- Shoes must provide safe and secure footing and offer protection against hazards. Closed-toe shoes are required in many departments.
- Only RWC Logo outerwear and hats are permitted while working. Sweatshirts and hoodies are not appropriate when working inside the building.
- Appearance reflects regular bathing and use of an effective deodorant.
- Hair is clean, well groomed, and worn in a manner so as to not interfere with job duties or safety precautions. Mustaches and beards must be clean, well-trimmed, and neat.
- Fingernails shall not be more than ¼ inch past the fingertips. Fingernails should always be kept clean and neatly manicured.
- Jewelry should not be functionally restrictive, excessive, or interfere with safety.
- Facial jewelry is limited to one nose stud. Nose rings, eyebrow rings, lip rings, gauges or tongue studs are prohibited while working.
- Employees are prohibited from displaying tattoos that have slogans or images that are demeaning or feature profanity or other messages that do not promote or enhance a safe and productive workplace.
- Earbuds, Air Pods, or any type of earpiece other than hearing aids are prohibited during work hours and in work areas.

#### **DEPARTMENT SPECIFIC**

##### **Corporate Casual:**

- Button-down shirt, sweater & collared shirt, RWC polo with pressed khaki or dress pants
- Jacket/sports jacket with collared shirt or blouse or sweater with skirt or slacks

- Jeans, t-shirts, shirts without collars and footwear such as flip-flops and sneakers are not appropriate for corporate casual attire. Additionally, spaghetti-strap tops, tank, tube, and halter tops, strapless and off-the-shoulder tops, leggings and tight-fit clothing are not appropriate

### **Administration**

- Corporate casual excluding polos on days when corporate events or professional appointments are scheduled

### **Accounting**

- Corporate casual

### **Marketing**

- Corporate casual excluding polos on days when tours, marketing events, or professional appointments are scheduled

### **Human Resource**

- Corporate casual excluding polos on days when interviews, new hire orientations, corporate events or professional appointments are scheduled

### **Front Desk**

- Corporate casual, excluding solid polo
- If desire to pair RWC polo with a sweater, must be RWC logo sweater

### **Technology**

- Corporate casual with exception for wearing “just above the knee” length khaki, black or navy shorts (gym shorts, sweatpants, or similar are prohibited) and business appropriate neutral color sneakers

### **Salon**

- Corporate casual with exception to wear business appropriate neutral color sneakers

### **Life Enrichment**

- Corporate casual
- May wear “just above the knee” length khaki, black or navy shorts (gym shorts, sweatpants, or similar are prohibited) and business appropriate neutral color sneakers when appropriate for the day’s planned activity

### **Fitness**

- RWC Logo polo shirts provided. (RWC logo t-shirts may be worn during fitness classes.)
- Pressed Khaki, black or navy pants or black or navy athletic pants (no baggy sweats or leggings) or “just above the knee” length pressed khaki, black or navy shorts
- Closed-toe athletic shoes

**Health Services and At Home**

- Nursing scrubs required. May also wear RWC polo with scrub pants
- At Home staff may be asked to wear business casual per a client specific request
- Outer wear should be lab jacket, solid color sweater or cardigan, or professional jacket long sleeves worn under scrub shirts are acceptable
- Earrings must be modest and safe such as small hoops or studs
- Closed-toe shoes appropriate to the health services environment. Crocs without holes are acceptable

**Activities**

- Pressed Khaki, black or navy pants
- May wear “just above the knee” length khaki, black or navy shorts (gym shorts, sweatpants, or similar are prohibited) and business appropriate neutral color sneakers when appropriate for the day’s planned activity
- RWC Logo Polo provided
- Business appropriate neutral color sneakers or office appropriate closed toe shoes

**Social Services**

- Corporate casual with exception for business appropriate neutral color sneakers

**Housekeeping/Laundry**

- Uniform and jacket provided by RWC. (Long sleeves layered under uniform tops are acceptable.) May also wear RWC polo with uniform pants
- Comfortable, closed-toe shoes appropriate to environmental services
- Long hair must be pulled back or up

**Maintenance**

- RWC uniform, jacket and hat provided. May also wear RWC polo with uniform pants
- Closed-toe shoes
- Ear protection and safety glasses around power equipment

**Landscaping**

- RWC uniform, sweatshirt and hat provided. May also wear RWC polo with uniform pants
- Closed-toe shoes
- Work gloves as appropriate for safety
- Safety glasses when using a blower and ear protection around power equipment

**Security**

- Uniform, jacket and hat provided
- Closed-toe shoes

## CASUAL FRIDAYS

Most departments may participate in wearing Casual Friday attire. Managers will communicate exceptions. Employees should take into account any Friday corporate events, meetings with outside vendors or community organizations where Casual Friday attire may not be appropriate and dress accordingly.

- Corporate logo with appropriate jeans or pressed pants, pressed khaki pants, slacks or a skirt
- Appropriate jeans are defined as free from rips, holes or embellishments and not tight fitting
- Business appropriate neutral color sneakers are permitted

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