

WHAT TO WEAR AT WATCH

WATCH employees and volunteers serve as role models for our program participants and as their representatives in the community. We recognize and value the public's perception of our roles as mentors and models. When you take pride in your appearance you project positivity to those around you and an attitude of excellence that is synonymous with WATCH.

We want the people you interact with to focus on you, not your clothing, grooming or body art. You should be neat, clean, and modest and wear clothing that is in good repair.

When you support others to achieve their goals, your assistance can become physical without notice. Your clothing and jewelry needs to be comfortable and cover you so you can move freely and safely without regard to your personal appearance.

You are expected to demonstrate professionalism and good judgment at all times related to your appearance. If you are ever in doubt about the suitability of your appearance please keep in mind that anything that would be considered distracting or not in the best interest of representing the people we serve is not appropriate.

MODESTY – Clothing should loosely cover skin and undergarments from your shoulders to fingertip length.

HAIR – Keep it looking natural. No unnatural hair colors or extreme haircuts. Your hair should be clean and well groomed.

TATTOOS – Tattoos are allowed but not on your face, throat or hands. Treat tattoos as you would speech. You can't swear, make hateful comments or lewd jokes in the workplace, neither can your tattoos.

SHOES – Be safe! Shoes with firm soles and protective closed toes that fit securely on your feet keep you safe from falling objects, dropped supplies and mistakes with vehicle peddles.

PANTS, SHORTS AND SKIRTS – If you choose to wear shorts or a skirt it should not be more than four inches above the knees please.

SHIRTS – Shirts with a collar and sleeves are preferred. When the weather is hot you can choose just the collar or sleeves. Tucked in shirts give the most professional appearance - if you go un-tucked your shirt has to be long enough so your midsection doesn't show, even when you reach and bend. Limit large graphic images on shirts.

JEWELRY - Large and dangling jewelry can pose a safety hazard for you and our program participants.

PIERCINGS – Yes, to small earrings and ear gauges no bigger than 10mm. A small nose stud or ring is allowed; keep it close to your skin. (No septum piercings). No other visible pierced jewelry, body modification or ornamentation.

SPECIAL OCCASIONS - Unless you're accompanying program participants to one of these occasions, night clothes, swim wear, beach wear, athletic clothing and nightclub attire are not appropriate for work.

Administrative and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment.

WATCH is committed to the philosophy of equal opportunity and employment. Please direct your questions about a medical or religious exception to these standards to the Director of Operations or the Executive Director.

WATCH reserves the right to modify this policy at any time. All standards in the Personnel Policies will apply to what you wear to work. Additional guidelines may apply according to your job assignment.