

**Hamilton Living Water Ministry, Inc.**

**Employee and Volunteer Dress Code Policy**

The purpose of our dress code is to provide a modest appearance. While the Bible may not specifically tell us how to dress, it does give us some principles to follow. (Romans 12:1-2). In light of these principles Hamilton Living Water Ministry, Inc., has set the following guidelines. HLWM reserves the right to make interpretive application of the guidelines listed below with respect to employees and volunteers. In addition, the Administration may evaluate an individual's response to these standards and extend counsel where appropriate. In cases where employee/volunteer conduct is determined to violate these guidelines, the Ministry may, at its sole discretion, elect to send a volunteer or an employee home (without compensation), discipline or discharge the employee/volunteer.

Each employee is expected to present a modest, clean and professional image daily. Clothing should be comfortable and suitable so that it does not hinder job performance. Clothing should not be too tight or too baggy. Undergarments must be worn (bra and underwear) and should not be showing. Spandex is not permitted.

Pants-Nylon and velour sweatpants are permitted. No flannel pants, jegging, leggings, biker or spandex pants are permitted. Pants should not be too baggy or tight. Holes in pants should not be revealing or reveal undergarments.

Shorts-Knee length shorts and shorts that are no more than 3” above the knee are permitted. No biker or any type of spandex shorts are permitted.

Shirts-No employee is permitted to wear spaghetti straps, strapless or off the shoulder tops, bare midriffs, backless, low cut blouses (front or back) or see through materials. T-shirts are permitted but may not be imprinted with questionable or offensive messages or pictures.

Dresses/skirts-Dresses and skirts are permitted, but must modest and no more than 3” above the knee. Slits should be no more than 3”.

Shoes-Sandals and flip flops are permitted, but should not interfere with job performance. Slippers/house shoes are not permitted. Shoes must be worn at all times.

Tattoos/brands/body art/jewelry-Tattoos/brands/body art/jewelry are permitted to be exposed as long as they contain no profanity or offensive words or imagery. If determined by Administrative staff that it is questionable or offensive, you will be asked to remove jewelry or cover area that is exposed. Non-medical cupping, hickeys or “passion marks” are not permitted.

Signature \_\_\_\_\_ Date \_\_\_\_\_