



HUMAN RESOURCES

Georgia Building Authority / State Properties Commission / Georgia State Financing & Investment Commission

HR-07: Dress Code & Personal Appearance Policy (effective: 05/12/2021)

Purpose

This policy applies to all Georgia Building Authority (GBA), Georgia State Financing and Investment Commission (GSFIC), and State Properties Commission (SPC) employees, including interns. This policy applies at all times while representing the GBA, GSFIC, or SPC in an official capacity.

All employees of the GBA, GSFIC, and SPC are expected to be clean and neat in appearance and to dress appropriately for their work settings and work assignments. Employees must not report for work dressed in a manner that is disruptive, unsafe for the work setting, or otherwise out of compliance with this policy. If there is any doubt whether an article of clothing, hair style, or accessory is acceptable for the work setting or work assignment, an employee is expected to seek prior clarification from their supervisor.

Attire

- A. Employees are permitted to report for work in casual attire, which must always be neat, clean, and adhere to the policy standards set forth herein. Business attire or business casual attire may be required based on assigned duties for that day. The Attire Guidelines included herein provide examples of business and business casual attire.
- B. Employees are not permitted to wear the following items at any time while at work or representing their agency:
 1. Clothing with the name of vendors, contractors, or suppliers;
 2. Clothing with low necklines or clothing that reveals undergarments, midriff, or back, or exposes legs more than two (2) inches above the knee, or clothing that is otherwise too tight or too revealing;
 3. Clothing with rips, tears, holes, patches or frays that expose skin or undergarments;
 4. Clothing that may reasonably be considered offensive, discriminatory, harassing, or inflammatory;
 5. Hats or other head coverings that are not a part of a uniform, unless required for safety, medical, religious, weather conditions, or other business reasons; and
 6. Clothing that is too casual (shorts, sweat suits, sweat pants, halter tops, leggings with cutouts or sheer fabric, athletic/athleisure wear, shower shoes and slippers).
- C. Employees who are issued uniforms are expected to be dressed neatly and in a clean uniform every day. Uniform shirts are to be neatly tucked into pants at all times. Facility logo hats are the only caps authorized for wear with the uniform; logo hats should be changed when necessary to maintain a clean and professional appearance.

Personal Appearance

- A. Accessories, including body piercing jewelry, are not permitted if they are unsafe for the work setting, disruptive in the workplace, or detract from the professional image.
- B. Tattoos that can be reasonably perceived as offensive, harassing, discriminatory, or inflammatory must not be visible.
- C. Hair styles, including facial hair, that are unsafe for the work setting or disruptive in the workplace are not permitted.
- D. Fingernails should not be so excessively long that they hinder safe, accurate and efficient job performance.



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Consequences For Violations

- A. Managers and supervisors are responsible to enforce adherence and promptly educate/counsel their employees on this policy when a violation occurs. Managers and supervisors may exercise reasonable discretion to determine appropriateness in employee dress and appearance.
- B. Employees may be required to change inappropriate clothing. A determination will be made based on health and safety, customer contact, and/or complaints received.
- C. At the discretion of the supervisor, time away from work in order to change clothes/correct policy violations can be made up during the same work week, charged to accrued annual leave, personal leave, or compensatory time, or charged as leave without pay.
- D. Casual dress privileges, in whole or in part, may be revoked for business units or for specific employees for business reasons or in response to repeated dress code/appearance violations.
- E. Violation of this policy may lead to disciplinary action.
- F. Repeated or severe violations of this policy may result in disciplinary action, up to and including dismissal from employment.

Attire Guidelines

Employees are responsible for dressing in compliance with the Dress Code & Personal Appearance Policy. The following are examples of acceptable business attire, business casual attire, and casual attire include the following:

Business Attire
<ul style="list-style-type: none">▪ Business suits▪ Sport coats/Blazers▪ Dress shirts with collars▪ Dresses▪ Dress skirts▪ Dress slacks▪ Dress blouses▪ Ties▪ Dress shoes
Business Casual Attire



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- **Casual suits**
- **Blazers**
- **Skirts**
- **Casual blouses**
- **Casual slacks (such as khaki pants, corduroy pants, or Docker-style pants)**
- **Shirts with collars, including banded collars**
- **Polo shirts**
- **GBA/GSFIC/SPC logo shirts**
- **Turtleneck shirts**
- **Sweaters**
- **Vests**
- **Boots**
- **Loafers**
- **Dress sandals or mules**
- **Lace-up/oxford-style casual shoes**

Casual Attire

- **Casual dresses, skirts, or slacks**
- **Collared casual shirts (including GBA/GSFIC/SPC logo shirts)**
- **Knit shirts with or without collars**
- **Denim pants that have no rips, tears, holes, patches, or frays that expose skin or undergarments**
- **Leggings or yoga pants without cutouts or sheer fabric; must be worn with a top that comes to mid-thigh**
- **Deck shoes**
- **Sneakers/Tennis shoes**