

PROFESSIONAL APPEARANCE AND DRESS CODE

The overall goal is to have consistent attire so that employees can be easily identified by participants, parents, emergency personal, and co-workers. Our appearance influences our first impression and empowers the staff to project an image of professionalism, to be instantly identifiable and to show high standards of quality in all areas of our Camp.

An employee's position and job duties dictate the type of clothing that is worn, common sense should be used at all times. Management, Program Directors, and Supervisors are responsible for enforcing the dress code in their areas of supervision. This includes immediately addressing, bringing questions to appropriate management's attention and/or counseling employees whose dress and/or appearance is inappropriate. Consistent with applicable law, reasonable accommodation may be granted for employees based on their disability, religion, or other protected characteristic. Any request for accommodations should be made to the Director of Finance and Administration.

GENERAL APPEARANCE GUIDELINES FOR ALL DEPARTMENTS

Employee appearance must be professional and suitable for the nature of their job at all times. Clothes and overall appearance must be neat, clean, and well-maintained. Clothing or any attire that displays offensive words, phrases, or graphics are prohibited. Attire that advertises alcohol, tobacco, drug paraphernalia or innuendoes, political party affiliation or themes, sexual themes, or poor conduct is prohibited. Undergarments may not be visible at any time.

1. **OPENING, CLOSING, VISITORS DAY & SPECIAL EVENTS:**
 - a. **SHIRTS:** To ensure easy identification of staff and for safety purposes, program and front-line staff are required to wear the Camp Manito-wish YMCA polo provided by the Camp on Opening, Closing, and Visitors Days. The shirt should be worn in its original form without any alterations, and it must be properly fitted to each individual.
 - b. **PANTS:** It's required to pair your Camp Manito-wish YMCA polo with solid-colored earth-toned bottoms such as gray, brown, olive green, black, or khaki.
 - c. **NAMETAGS:** Nametags must be worn for days when visitors are scheduled to be on site.
2. **SHIRTS:** During day-to-day activities shirts must be worn in a manner where the bottom hem touches the top of your pants, ensuring full coverage with no visible midriff. It's important to note that sports bras, deep cut outs and camisoles are not suitable substitutes for shirts due to the rigorous nature of Camp work.
3. **PANTS/SHORTS:** Your choice of pants or shorts should be professional and suitable for the nature of your job at all times. Shorts must have a minimum inseam of 3 inches, ensuring modesty and practicality. Skirts should be selected based on their ability to meet the physical demands of Camp duties. Modest skintight bottoms, such as bike shorts, leggings, etc.... meeting the inseam criteria are permitted.

4. **SHOES:** Shoes must always be worn and appropriate for your work. Casual footwear such as slides or flip flops are not appropriate for most activities. All footwear must have a back strap and firm sole.
5. **NAMETAGS:** Nametags must be worn for days when visitors are scheduled to be on site and the first full week of Camp to establish familiarity.
6. **JEWELRY:** No dangling jewelry worn in settings where it can pose a hazard of injury.
7. **PROTECTIVE GEAR:** Task specific protective gear suitable for the nature of your job must be worn at all times.
8. **OFF-DUTY:** Staff may not wear their Camp staff name tag while off duty and off site. Please note that while wearing the Camp Manito-wish YMCA logo you are representing Camp, and therefore, your behavior must adhere to the policies, mission and vision of Camp.
9. **ENFORCEMENT:** An employee in violation of this dress code may be asked to correct the violation immediately. If necessary, violations of this policy will be handled via Camp's discipline policy up to and including termination.

WATER BASED ACTIVITIES

1. Female staff may wear either one or two piece bathing suits. In either case, the suit must offer full coverage. Cheeky or thong cut backs / bottoms are not suitable for Camp activities. A suit with no hooks, clasps or ties is recommended ensuring it stays secure through rigorous waterfront activities.
2. Male staff must wear board type swimsuit that offers full coverage. Jammer and speedos are not suitable for Camp activities.
3. Hair must be secured so that it would not interfere with a rescue if needed.
4. All waterfront staff must wear a provided red rash guard over their swimsuit and have lanyard with whistle and a rescue pack.