



Regional Transit Authority

Appropriate Workplace Attire and Demeanor

(HC15)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) requires all employees to wear appropriate attire and maintain a professional image commensurate with their job classifications, and to ensure compliance with safety rules. Discretion in style of dress is essential to the efficient operation of RTA and to the public perception of RTA as a professional organization. The company recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, specifically with regard to jewelry or tattoos worn as a matter of personal choice.

PURPOSE

The purpose of this policy is to provide employees the required guidelines for presenting a professional image and wearing attire appropriate for a professional and safe work environment.

APPLICATION

This policy applies to all RTA employees. If a conflict occurs between this policy and a Collective Bargaining Agreement, the (CBA) will prevail.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: _____

Date of Last Review: _____



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1.0 GENERAL

Employees are required to dress in appropriate business attire. RTA observes casual dress on Fridays. This type of dress includes jeans, tennis shoes, etc. Please consult with your supervisor for additional information. No political, religious or personal messages or symbols should be worn. Employees are also required to keep their work environment clean and orderly. Employees failing to adhere to proper RTA'S standards with respect to appearance and demeanor are subject to disciplinary action. Employees are required to maintain good hygiene; and dress neatly, cleanly, and appropriately for a professional business environment and commensurate with their job classification.

RTA permits employees to wear jewelry or to display tattoos at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others, or damage to company property.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
4. Corporate or societal norms.
5. Customer complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is the company's goal. Nonetheless, the company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, the Chief Human Resources Officer will follow company procedures to resolve the issue.

Department Heads have the discretion to modify the standards of dress for their employees when necessary to effectively carry out department functions as long as a professional image is maintained. Casual attire for field or manual work is at the discretion of the employee's supervisor or manager. Upon prior supervisor approval employees may dress down (e.g. jeans, polo shirt, tennis shoes, etc.) in the event they are packing/unpacking their work materials when moving from one location to another, or engaged in similar, temporary activities when relaxed dress would be proper.



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Employees should direct any questions regarding appropriate workplace attire to their supervisor, prior to reporting to work in the questionable attire.

1.1 Accommodations

RTA makes reasonable accommodations for workplace attire based on religious beliefs (see Religious Accommodation (HC31) policy), or disability. The Chief Human Resources Officer will review all requests on a case by case basis.

1.2 Uniforms

Employees issued uniforms are required to wear them while on duty, and maintain them in good condition. Represented employees should consult their respective collective bargaining agreement for further information.

1.3 Emergency Response

Employees may be called upon to assist in any emergency that occurs in their workplace. An employee's clothing should never interfere with safety or normal work activities.

1.4 Safety -Sensitive Positions

Employees working in safety sensitive areas, e.g., construction sites or maintenance yards, must wear appropriate protective gear/attire required by safety rules, regulations and as directed by their supervisor.

1.5 Body Art

Body art (tattoos, branding, etc.) that may reasonably be considered vulgar, obscene, racist, sexually explicit, or gang related must be covered during working time; or otherwise representing RTA.

1.5.1 Body Art Review - Represented Employees

If a represented employee contests whether or not their body art violates the prohibitions in Section 1:5, employee may request a panel hearing to determine whether the body art does violate the prohibitions. The panel will consist of the following, and its ruling will be final.

One representative from the employee's respective Union; One representative from Management; One neutral party, to be agreed upon by both the respective Union and Management.

1.6 Casual Fridays



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Employees may wear business casual attire, including denim, every Friday. Denim jeans must be in compliance with all safety rules, and be of conservative cut and color.

Employees who must meet with public officials, external clients, or provide in-person customer service must maintain their standard professional appearance; and those in any job classification in which a uniform is required to perform regular duties must follow the normal dress code, per their respective collective bargaining agreement. Upon approval by the CEO, exceptions may be granted to all employees to wear denim jeans on other occasions (e.g. Denim Day).

2.0 COMPLIANCE

If an employee's supervisor determines that their employee is not in compliance with applicable safety rules, regulations and RTA policies, employee may direct that employee to make immediate modifications to be in compliance with policy. The employee is delayed from work, whether staying on or going off premises to change, employee may be considered in violation of the Attendance and Work Schedule (HC1) policy.

3.0 DEFINITION OF TERMS

Attire must be neat, clean, in good condition, and of moderate style, design and color. Employees may not reduce their standard of dress without prior approval and notification from management of Professional Business Attire - Approved uniforms, button-down shirts, ties, pantsuits, skirts, blouses, dresses, and slacks, and similar. Business Casual Attire - All of the aforementioned items, plus polo shirts, khaki pants, button-down shirts with no tie, and similar. Prohibited Attire. - Shorts, tee shirts, tank tops, flip-flops, and similar.

Good Hygiene - Personal habits that include wearing clean clothes, regular bathing, brushing teeth, and similar body care. Examples of poor personal hygiene include excessive body odor, bad breath, and coming into work with lice, communicable diseases or anything else that may affect the health and safety of co-workers. Employees are expected to avoid using strongly scented products.

4.0 RESPONSIBILITIES

Chief Executive Officer may modify appropriate workplace attire standards for certain occasions.

Employees are responsible for complying with this policy and reporting for work in appropriate attire commensurate with their RTA position.

Managers, in conjunction with Human Capital, are responsible for administering this policy.



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Supervisors are responsible for ensuring that their employees follow appropriate attire guidelines for the job duties they perform.

5.0 FLOWCHART

N/A

6.0 REFERENCES

- Attendance and Work Schedule (HC1)
- Religious Accommodation Policy (HC43)

7.0 ATTACHMENTS

N/A

8.0 PROCEDURE HISTORY

N/A

9.0 SPONSOR DEPARTMENT

Human Capital

