

FALMOUTH HOUSING AUTHORITY  
EMPLOYEE APPEARANCE AND WORKPLACE ATTIRE

Falmouth Housing Authority (FHA) employees and volunteers often present the first image of the Falmouth Housing Authority (FHA) to its citizens and visitors as they have regular contact with the public. All employees are expected to arrive at work neatly groomed and dressed in attire appropriate for our business environment. Workplace attire must be neat, clean and appropriate for the work being performed and the setting in which the work is performed. Employees should always ensure that their personal grooming is consistent with a workplace environment. "Business casual" attire is appropriate for the Falmouth Housing Authority (FHA)'s work environment.

Regardless of one's work setting or position, listed below are examples of what is generally considered to be unacceptable presentation and attire for the workplace. Department heads and supervisors have some discretion within this listing depending upon the work to be performed by the employee and the location of the work.

Employees should refrain from wearing items that fall into the following categories:

- T-Shirts, sweatshirts, and hoodies
- Shirts or sweaters with slogans (political or otherwise) or large pictures or logos
- Clothing that is worn, stained, torn, frayed, and/or has patches or holes
- Any clothing that displays words, terms or pictures that may be perceived as offensive to others
- Athletic wear which includes shorts, sweatpants and track pants or jogging suits
- Athletic wear which includes beach style or rubber flip flops, for safety reasons we recommend shoes/sandals with a back strap or full shoes; any type of beach cover-ups, bathing suits or swimming trunks
- Hats, baseball caps and visors inside the office
- Jeans or denim pants\*
- Bare feet
- Thin-strapped tank tops or halter tops
- Clothing made from sheer material or which reveals undergarments
- Sneakers and athletic shoes\*
- Loose or dangling jewelry should not be worn for safety reasons

\*Employees are permitted to dress more casually on Fridays and half days. All guidelines apply except that denim jeans and athletic shoes may be worn on that day. Denim must not be worn, torn, ripped, frayed, patched, or with holes. Denim jeans must be worn with acceptable footwear, tops and shirts.

This list is demonstrative and not meant to be all-inclusive. Complaints that arise regarding employee attire will be reviewed on a case-by-case basis. The Falmouth Housing Authority (FHA) Administrator reserves the right to make limited exceptions to this policy.

If an employee's dress or personal appearance fails to adhere to the standards included herein as determined by the employee's supervisor, the employee will be asked to not wear the inappropriate item(s) to work again. If the problem persists, the employee's supervisor will contact the Falmouth Housing Authority (FHA) Administrator, who will then contact the Union and set up a meeting to address and resolve the matter.

Reasonable accommodations to this policy may be provided in order to comply with federal, state, and local laws.

Adopted this 17th day of July 2024 by vote of the Falmouth Housing Authority Board of Commissioners; Resolution No. 2025-004.