

Directive

4735.3

03/02/012

DRESS CODE POLICY

1. PURPOSE

This directive establishes a standard dress code policy for Grain Inspection, Packers and Stockyards Administration, Federal Grain Inspection Service (FGIS) field personnel.

2. BACKGROUND

The Federal Grain Inspection Service believes that the safety and professionalism of its employees are of paramount importance. To this end, the Agency issued Program Directive 9180.62 establishing a clothing and identity apparel program to enhance the professional appearance and safety of field personnel. Under the directive, a clothing allotment is granted to all eligible field employees at the beginning of each fiscal year (October 1). The allotment is for purchasing work clothing from an approved catalogue that is available on the Agency's internal website.

The Agency encourages all field personnel to take advantage of the annual clothing allowance, but employees have the option of wearing personal clothing. Personal clothing must be comparable in style and color to FGIS approved clothing. If an employee elects to wear personal clothing in lieu of FGIS supplied clothing, the employee will be required to wear a name tag identifying them as an FGIS employee.

3. POLICY

It is FGIS policy that all field employees who have regular contact with our customers and the public must always present a professional appearance in the performance of their duties. Departures from this policy are not permitted. Employees reporting for work in unacceptable attire will be required to change their clothing before assigned work is performed. If the employee is unable to change without disrupting the flow of work, the employee may be sent home without pay or put in leave status until the employee can return to work wearing proper attire. Repeated occurrences of reporting to work in unacceptable attire may result in disciplinary action.

Examples of Clothing That Will Not Be Permitted

- Excessively worn clothing of any kind
- Athletic clothing such as sweat pants, gym pants, or gym shorts
- Camouflage clothing
- Open toed shoes or sandals
- Overly revealing or provocative attire
- *Tee shirts, tank tops, cut off shirts, shorts, or cut off pants

*Employees will, under limited circumstances, be allowed to wear FGIS logo tee shirts, available through the approved catalogue. Limited circumstances means out-of-doors work such as probing trucks, barges and railcars. Only tee shirts bearing the approved FGIS logo will be allowed under this limited use policy.

4. FURTHER INFORMATION

Direct any questions concerning this directive to Joseph Han, Policies, Procedures, and Market Analysis Branch (PPMAB) at Joseph.d.han@usda.gov (202) 205-4016 or Patrick McCluskey, PPMAB, Patrick.J.McCluskey@usda.gov (816) 659-8403.



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