

Dress Code Policy

While we rely on you to demonstrate professionalism and good judgment in matters of dress in the workplace, the following general guidelines will serve to standardize our expectations.

Office Personnel Attire

Business casual dress is generally expected. Business casual dress should include nice shoes, slacks, dresses, skirts, and button-down shirts. Office staff may wear nice casual dress, to include nice jeans on Fridays. Sandals are permitted, but thongs/flip flops are not allowed.

Program Managers

We recommend that after-school program managers consider adopting a dress code similar to that of office personnel as described above. This choice not only enhances your professional image but also distinguishes you as managers at your respective locations. By presenting yourselves in attire that exudes professionalism and leadership, program managers can set a positive example for their team and instill confidence among stakeholders

Solid shirts, polos, button downs or sweaters should be worn with either slacks, skirts, or nice jeans. In the summer, shorts are not permitted for Program Managers. Athletic shoes are acceptable. Open-toed shoes are not allowed.

Instructional Aides

Nice casual dress is expected. Employees may wear t-shirts as long as they are neat and do not have derogatory images, slogans, or text, and may not depict alcohol or un-tasteful content. Nice jeans, black or khaki capri pants or shorts that are no shorter than 2 inches above the knee may be worn. Jeans with holes, rips or tears are not allowed. Leggings, jeggings, stretch pants, track pants, sweatpants and yoga pants are not allowed. Athletic shoes are acceptable. Open toed shoes are not allowed.

For All Staff

All staff must wear an Empowering Possibilities Unlimited, Inc. ID badge at all times while working. We do not allow leggings, jeggings, yoga pants, track pants, sweatpants, athletic shorts, cut-off shorts, “very short” shorts, tank tops for both men and women, tops that do not cover the midriff or stomach, “see-through” clothing, off the shoulder tops or any other articles of clothing that would be considered inappropriate for the workplace. Flip-flops are not allowed. You are expected to wear clothing that does not interfere with the normal functions of your position or endanger you, such as loose, torn, or fringed materials.

In consideration of your fellow employees and clients, you are expected to adhere to appropriate personal hygiene and grooming standards. Hair should be human colored and facial and tongue jewelry should not be worn at work. Please keep your nails clean and tastefully groomed.



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Because we serve a diverse client population, our goal is to look friendly, approachable, and professional. Visible body piercings (other than earrings), tattoos and extreme hairstyles (e.g., Mohawk, spiked, etc.) and colors (e.g., green, purple, etc.) can be intimidating to certain clients. Thus, we prohibit all extreme styles which we believe will impact our clients' confidence in our services.

Please be mindful of wearing fragrance. Some clients and staff are sensitive to fragrance, and it can cause migraines and respiratory distress. We suggest that no scented lotions, perfumes, colognes, scented hairspray, etc. be worn, or if worn, only in moderation.

In addition to the standards described above, common sense, mutual respect, and a commitment to act in the best interests of the organization and other employees are the guiding principles to be followed when making individual choices on the issue. Personal appearance should be a matter of pride for you. If your manager feels your attire and/or grooming is out of place, you may be asked to leave the workplace until you are properly attired and/or groomed. This time away may not be considered paid time. Violating dress code standards may subject you to appropriate disciplinary action.

Wearing Organizational Attire Off Duty

We have worked hard to build our strong reputation. The general public bases its perception of us on the actions of our employees, while wearing organization attire. For this reason, the organization logo shirts, hats, jackets, or any other piece of apparel that has our organization name or logo on is only to be worn during working hours. We appreciate your cooperation in this regard.