

## **Oliver Wolcott Library**

### **Dress Code Policy**

During business hours or when representing the Oliver Wolcott Library both on and off premises, staff is expected to present a clean, neat and tasteful appearance. All employees should dress in a business casual style. Employees, except pages, may not wear jeans.

Should the Library Director or the designated staff in charge feel a staff person's appearance is inappropriate then they may be asked to leave the workplace until they are properly dressed and/or groomed. Under such circumstances, the staff person will not be compensated for time away from work. Consult the Library Director, Adult Services Librarian or the Children's Librarian if you have questions as to what constitutes appropriate appearance.

Adopted March 16, 2010.