

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-034

SUBJECT: Staff Personal Appearance

PAGE(S): 1 of 1

EFFECTIVE DATE: January 1984

Policy:

All employees of Cottonwood, Inc. shall report to work clean and neat in appearance with good personal hygiene and dressed in clothing appropriate to their job duties.

Procedures:

1. Communicating established guidelines concerning dress and appearance shall be the responsibility of supervisors in their particular area. Occasional memos may further specify guidelines.
2. Where special restrictions are invoked, employees shall be made aware of them and shall abide by such regulations.
3. Employees shall be aware that at all times they serve as models for the consumers we serve and it is important to model appropriately and present a business-like professional appearance.