



E-006

Richmond Heights Memorial Library EMPLOYEE DRESS CODE

Public image plays an important role in developing and maintaining support for the Richmond Heights Memorial Library. In order to maintain a public image consistent with a professional organization, it is expected that each staff member's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. Health and safety standards must also be considered in dressing for work.

**More casual attire will be permitted on Fridays, Saturdays and Sundays, including denim pants. Casual attire will also be permitted with Director approval when doing custodial tasks, maintenance, while moving equipment or sorting large amounts of material. All clothing shall be appropriate for the work environment, safe, clean, neat and fit properly.

Staff working in public areas may not use personal listening devices. These include, but are not limited to, radios, MP3 devices or iPods. Questions regarding appropriate attire or exceptions to the dress code must be directed to the Library Director.

Adopted by the RHML Library Board of Trustees July 20, 2020.