

Reference: HUMAN RESOURCES
Section: WORK ENVIRONMENT
Title: DRESS POLICY – OFFICE EMPLOYEES
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I. PURPOSE

The purpose of this policy is to define acceptable standards of dress for office employees of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as “NFTA” or “Authority”).

II. POLICY

All employees shall be well groomed and dress in a manner consistent with accepted standards of attire relevant to their job classification. The Authority has adopted a casual business dress code for its office, managerial and professional employees, but emphasizes that there may be times when traditional business attire is appropriate. When employees are conducting or attending meetings where they come in contact with other business professionals, traditional business attire should be worn.

III. TRADITIONAL BUSINESS ATTIRE

Traditional business attire includes suits, dress shirts with tie, dress pants, blazers, sport coats, dress suits, pant suits, slacks, skirts, jackets, dresses, blouses, dress tops and proper footwear.

IV. CASUAL BUSINESS ATTIRE

Acceptable casual business attire includes dress pants, khaki pants, corduroy pants, pullovers, dress shirts, sweaters with collared shirts or turtlenecks, short or long sleeve dress shirts, golf or polo-type shirts with collar, loafers, and boat/deck shoes. It also includes skirts, dresses, dress skorts, jumpers, blouses, sweaters, polo shirts, jackets, dress shoes with or without heel, peep toe shoes with or without heels, loafers, slides and boots.

V. CASUAL FRIDAY ATTIRE

On Fridays, acceptable casual business attire (as noted above) includes wearing jeans. All jeans must be clean and in good repair. Ripped jeans are not acceptable. Employees should use proper judgment when meeting with outside vendors on Fridays and wear traditional/casual business attire as deemed necessary.

VI. UNACCEPTABLE ATTIRE

The following attire is considered **unacceptable**: shorts, jeans (except on Friday), sweatpants, sweatshirts, athletic attire, muscle shirts, spandex pants, spandex shirts, dresses of inappropriate length, jumpers of inappropriate length, skirts of inappropriate length, sundresses, low-cut tops, tube tops, halters, tank tops, spaghetti straps, sheer clothing, tee shirts, message shirts, sneakers, flip-flops, sandals and slippers. Do-rags are unacceptable head attire.

ALL CLOTHING MUST BE CLEAN, PRESSED, WELL TAILORED AND IN GOOD REPAIR.

It is the responsibility of each Department Manager to ensure that this policy is adhered to.