

DIOCESE OF ST. PETERSBURG
PASTORAL CENTER

**POLICY: DRESS CODE BETWEEN PENTECOST AND THE
FEAST OF THE NATIVITY OF THE BLESSED VIRGIN MARY**
Effective: June 5, 2022

VALUES

- + We present ourselves professionally and publicly to show value in the gift of life God has granted us. Dress, grooming, and personal hygiene are all very important to maintaining a favorable and respectful value of the incredible gift.
- + We recognize the weather conditions in Florida are not always conducive to formal business attire and by wearing lighter clothing will help us to adapt to our surroundings and manage its impact.
- + We understand that professionally we need to present ourselves in a manner to others that assists them in encountering Christ.
- + We strive to be a faith community where employees enjoy their work environment (the Vineyard) while remaining respectful of Church mission and values. We would like our workspaces to be a place where open communication occurs comfortably across all levels.

POLICY

- + The Pastoral Center of the Diocese of St. Petersburg is adopting a Business Casual Dress Policy during a specific time of the year (Feast of Pentecost – 50 days after Easter – through the Feast of the Nativity of the Blessed Virgin Mary – September 8). We want to emphasize that this does not mean that employees will never wear customary business attire during this time. Dependent of the employee's position and responsibilities, there will be times when customary business attire is most appropriate and required.
- + Lay employees who are hosting or attending formal meetings, seminars, roundtables, etc. or are representing the Bishop and the Diocese or its entities at formal events should wear appropriate clothing, which may include formal business attire. Lay employees are expected to represent the Bishop, the Diocese and its entities in a professional manner and dress appropriately for conducting such business and ministry.
- + This policy does not require employees to purchase casual business attire. Employees who prefer to dress in formal or traditional business attire should feel free to do so. The expectation is that our lay personnel adhere to acceptable dress, personal hygiene, health, and safety standards.

The following guidelines are intended to provide lay employees with a sample of what is and is not acceptable.

GUIDELINES

OFFICE ENVIRONMENT - WOMEN

<i>ACCEPTABLE</i>	<i>NOT ACCEPTABLE</i>
Dress Pants: cotton/poly long pants, khakis, capri pants <u>below the calf</u> ; Dockers, corduroy, Dresses/skirts: Casual or business dresses with modest hemlines	Jeans, Capris above the calf, cropped pants, shorts, sweatpants, cargo pants, athletic attire, shorts, stretch pants or leggings, stirrups, cotton or nylon stretch pants Dress/Skirts: Mini skirts and dresses, (hemlines more than 2 inches above the knee) casual beach or maxi dresses, spaghetti straps
Blouses, sweaters, polo shirts, dress jackets Shirts/tops: Shirts with collars (golf and polo) blouses, knit tops with modest necklines, sweaters, polo shirts, dress jackets	Tank tops, sweatshirts, t-shirts, halter tops, tops with spaghetti straps, low cut tops or backs, or distracting, offensive or revealing clothes, crop tops, sports team tops (unless specifically announced), hoodies
Dress shoes with or without heel, loafers, slides, open-toed shoes, boots, dress sandals, flats, dress sandals and open-toed shoes	Shoes with an open/no backing, slippers/flip flops, (whether dressy or beach wear), thong-toed shoes, hiking boots, hiking sandals, athletic shoes

OFFICE ENVIRONMENT - MEN

<i>ACCEPTABLE</i>	<i>NOT ACCEPTABLE</i>
Dress Pants: cotton/poly long pants, Dockers, corduroy, **Men are not required to wear a tie unless participating in a formal meeting inside or outside the Pastoral Center	Jeans, shorts, sweatpants, athletic attire, shorts,
Pullovers, dress shirts, sweater with collared shirt or turtleneck, polo-type cotton shirts, blazer/sport coat	Tank tops, sweatshirts, t-shirts, sleeveless shirts, offensive or revealing clothes, sports team tops (unless specifically announced), hoodies
Casual business shoes loafers, boat/deck shoes, oxfords, dress boots	Athletic shoes, work boots, sandals, slippers/flip flops, (whether dressy or beach wear), thong-toed shoes, hiking boots, hiking sandals, athletic shoes

1. Employees are required to choose business casual clothing that communicates professionalism.
2. Workday schedules should be taken into account when dressing. Casual business attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment.
3. Keep in mind that shoes should cover the majority of the foot area. Employees whose primary work includes packaging/shipping, maintenance, or warehouse duties must wear close-toed shoes.

4. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttock areas when bending and stretching. Also prohibited is an observable lack of undergarments or exposed undergarments.
5. Clothing should be free of sexually related references, foul language, suggestions pertaining to promotion or use of alcohol or illegal drugs, or anything offensive to the mission of the Catholic Church.
6. Tattoos must be appropriate in content and in keeping with a professional image.
7. Managers and supervisors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Reasonable accommodation will be made for employees' disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Questions or complaints that cannot be handled to an employee's satisfaction by his or her supervisor or manager should be taken to the Diocesan Human Resources Department.
8. Any employee whose appearance does not meet these standards will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

No dress code can cover all contingencies. Employees are expected to use common sense and professional judgment in their choice of clothing for work. If you are uncertain about what constitutes acceptable attire, please ask your manager. Exemption for clothing or footwear for medical reasons must be approved by the Executive Director of Human Resources.