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Owner: Dana James:
 21011004-Quality
 Assurance Coordinator
Policy Area: Wraparound (REACH,
 O'YEAH)-Care Cord.

References:

#040- Dress Code

POLICY

It is the policy of Wraparound Milwaukee that all staff working for Wraparound Milwaukee dress in a respectful and professional manner when representing Wraparound Milwaukee/FISS Services. It is our expectation that anyone who does not follow the stated policy will be directed by their Supervisor to change their attire.

PROCEDURE

A. General Dress

- Clothing must be clean and in good repair at all times.
- Skirts and dress shorts cannot be shorter than just above the knee.
- No low rise pants or skirts, or short tops that allow midribs to be exposed.
- Spaghetti strap or strapless tops or dresses and low cut tops or dresses cannot be worn.
- Clothing must not be tight fitting and undergarments must not be visible.
- No baseball caps worn indoors.
- No gang related apparel.
- No sweat suits or gym attire.
- Clothing must not have offensive language or questionable signs or logos on it, or on any button or pin attached to the clothing.

B. Court Appearances

- When appearing in Court, Care Coordinators/FISS Managers/Transition Coordinators must not wear jeans, shorts or T-shirts and should dress in professional attire.

The families we work with deserve employees who are dressed appropriately and display impeccable manners. Please remember that you are not only representing yourself, but also the Agency who hired you and the Wraparound Milwaukee program.

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: 11008000-BHD Administrator	12/5/2017
	MaryJo Meyers: 11003003-Director Wraparound Program	12/5/2017
	Pamela Erdman: 12008005-Placement Resources Manager	11/28/2017
	Dana James: 21011004-Quality Assurance Coordinator	11/28/2017

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