



Date Issued	7/31/2002	Owner	Dana James
Last Approved Date	8/16/2022	Policy Area	Wraparound (Wrap, REACH, youth CCS)-Care Cord.
Effective	9/1/2022		
Last Revised Date	8/16/2022		
Next Review	12/31/2024		

#040- Dress Code

I. POLICY

Our youth, families, co-workers, and community partners look to staff to display the highest levels of professionalism. A staff's attire plays an important role in projecting that image. Cleanliness, adequate personal hygiene, and appropriate attire and appearance are of up-most importance. It is expected that all employees dress in a respectful and professional manner when representing Children's Community Mental Health Services and Wraparound Milwaukee (hereby referenced as Wraparound Milwaukee) within the community, at youth and family homes, and at Wraparound Milwaukee related meetings and offices.

It is the policy of Wraparound Milwaukee that all staff working in Wraparound Milwaukee Administration and all contracted Care Coordination Agencies and any affiliated volunteers, students, interns, etc. conform to the minimum guidelines and standards for professional personal appearance and dress code as defined by this policy and procedure. An Agency may adopt a more stringent dress code than the minimum standards listed below.

As new styles emerge and fashions change, Wraparound Milwaukee reserves the right to further define and interpret this policy as needed to maintain a professional environment that does not interfere or detract from the delivery of high quality service to the youth and families we serve. It is our expectation that anyone who does not follow the stated policy will be directed by their Supervisor to change their attire. Continued violation of this policy may lead to progressive corrective action.

II. PROCEDURE

A. General Dress

- Clothing and shoes must be clean, in good repair, and fit properly. This includes no tears or holes.
- Clothing that reveals too much cleavage, back, chest, stomach, or undergarments is not appropriate.
- Inappropriate slacks or pants include blue jeans, sweatpants, exercise pants, shorts, and any spandex or form-fitting pants. Pants must not include words or excessive bedazzling. Blue jeans are permissible on Friday's (unless appearing at court or other meetings).
- Skirts and dresses cannot be shorter than just above the knee.
- Spaghetti strap or strapless tops and dresses cannot be worn.
- Leggings are permissible if paired with a top or dress that is at least mid-thigh length.
- No hat or head coverings worn indoors (except for those worn for religious and/or medical purposes).
- No gang related apparel.
- No sweat suits, gym attire, or lounge-wear (this includes hoodies).
- Clothing must not have offensive language or questionable signs or logos, or on any attached button or pin.
- For teleworking/virtual meetings, it is imperative that cameras are on when working with youth and families and participating in meetings with or on behalf of Wraparound Milwaukee. It is important that your attire and background are appropriate and must not contain offensive language/images or questionable signs or logos.

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/16/2022
	Brian McBride: ExDir2 – Program Administrator	8/16/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/10/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/10/2022