

# Learning Never Ends

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## Dress Code

### Policy

The following section is an outline of appropriate dress with the major emphasis on safety and appropriate role model situation.

#### **A. Attire**

1. The company's success in helping others live their best life and its ability to maintain a professional practice environment that meets and exceeds the expectations of the individuals we serve depends on you. Whether or not job responsibilities place an employee in direct client contact, an employees' actions and appearance represent the company. The properly attired employee creates a favorable image for the organization to the public and fellow employees. All employees should appear professionally appropriate for their workplace and client interactions. Please check for any specific dress code for your specific department.

#### **B. Shoes**

1. Shoes are to fit the foot in a manner as to provide safe use. When working with individuals who utilize a wheelchair, you need to wear close toed shoes to prevent toe injuries.
2. Footwear such as bedroom slippers, Crocs (style shoe), slides, flip-flops, thongs, socks or shoes which are not tightly held to the foot and covering both the toes and heels are not permitted when driving any Upreach/LNE vehicle. This will also be the standard when driving consumers in a staff's own personal vehicle.



Co-Owner



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