I. PURPOSE
The purpose of this policy is to provide guidelines for appropriate business attire at the Orange County Transportation Authority (OCTA).

II. ORGANIZATIONAL UNITS AFFECTED
This policy applies to all OCTA employees who are not required to wear a uniform.

III. POLICY
A. OCTA is a business casual environment; all employees are expected to dress with the intent of appropriately representing the professional environment of OCTA.

B. OCTA expects that employees will maintain a standard of dress that enables the employee to present a businesslike appearance. Additionally, there may be times when business attire is more appropriate, for example, when staff meets with customers, Board Members or vendors or represents OCTA at outside community functions or when clients visit OCTA.

C. Casual Friday attire will be permitted on Friday for all employees, except for times when business attire is appropriate.

IV. DEFINITIONS
A. Business attire – pant suits, skirt suits, dresses, long-sleeved dress shirts with tie, or any other type of pant, skirt, blazer, or sport coat in a business suitable fabric. In addition, any type of business shoe is appropriate in the work area (e.g., heels, flats, etc.).

B. Business casual attire – all long and short-sleeved woven shirts with collars, blouses, sweaters, turtlenecks, slacks, khaki pants, skirts, or dresses. Additionally, loafers, dress sandals, or boots may be worn in the work area.

C. Casual Friday attire – khakis or other casual pants, dresses, skirts, short-sleeved knit shirts with collars, including polo shirts or golf shirts, Hawaiian or tropical print shirts, sweaters, blouses, etc., may be worn. Clean and presentable jeans will be acceptable on Friday only, as business casual attire. Jeans should be hemmed at the bottom or cuffed and pressed to present a professional appearance. Jeans must be free of holes or tears. Tattered, baggy, or low-rider jeans will not be considered acceptable business casual attire. Additionally, loafers, work appropriate sandals, or boots may be worn in the work area.
D. Casual attire – Shorts, bib overalls, halter tops, beachwear, workout attire, tank tops, tee-shirts, hats, spandex or other form-fitting pants, or distracting, offensive or revealing clothes. Casual attire is not considered appropriate in the work area. In addition, athletic shoes, flip-flops, beach sandals, or slippers should not be worn.

V. PROCEDURE
A. Any employee whose appearance does not meet the standards set forth in this policy will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or the clothing is unsafe, or does not reflect the professionalism of OCTA, the employee may be sent home to correct the problem on his/her own time.

B. 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.

VI. EXCEPTIONS
A. Any employee who performs work assignments in the field must wear closed-toed shoes. These areas may include: Operations, Maintenance, General Services, general warehouse areas, etc.

B. No jeans are to be worn if you are conducting business with the public or external customers

C. Workout attire is permitted inside the fitness facilities at the bases, and the fitness facility at OCTA headquarters, and going to and from fitness activities.

VII. PROVISIONS AND CONDITIONS
Reasonable accommodation will be made for employees’ religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public.

VIII. RELATED DOCUMENTS
Not applicable.

END OF POLICY