

Guidelines for Professional Appearance

MWHS provides employment to a wide variety of staff members with diverse backgrounds, varied duties, and unique responsibilities. It is expected that you know your position, use common sense, take pride in your work, and represent the agency in a professional manner according to your duties and assignments.

When in the office a neat, tasteful appearance contributes to the positive impression you make on our customers, co-workers, and visitors. You are expected to be suitably attired and groomed during working hours and when representing MWHS.

Some examples of professional office attire may include clean pants such as dress slacks and capris, trousers, khakis, jeans, skirts, blouses, polo type shirts, oxford type shirts, sweaters, agency logo shirts, closed and open-toed shoes, boots, sneakers, etc. Longer style shorts may be acceptable in some positions. Agency issued logo shirts may be required for some positions.

When working offsite, presenting to a public audience, or representing MWHS at meetings or conferences be mindful of the environment that you are visiting and dress accordingly. This may include more formal attire and closed toed shoes only.

Save it for the weekend clothes include, but may not be limited to, ripped or torn clothing, casual t-shirts, sweats, loungewear, clothing that reveals undergarments, yoga pants, workout leggings, beach style sandals, and flip-flops. If you are in doubt don't wear it or bring an extra set of clothes and check with your supervisor.