

DRESS CODE

The Salvation Army is viewed by the public, government, business, churches, etc., as a conservative, Christian, humanitarian, social service organization. The general public often views our employees as members of The Salvation Army. As an employee of The Salvation Army, you have the responsibility to represent The Salvation Army ARC in many ways. The general public sees how we dress; groom ourselves, take care of property, vehicles, donations, how we speak on the telephone and in person, condition of our stores, how we advertise, and the list goes on and on.

Due to the conservative and modest view of The Salvation Army by the community and the world, it has become necessary to develop and implement a standardized dress code for all ARC employees. (There will be some variation based upon the work environment: Office, Store, Warehouse, Truck and Trailer.)

Grooming

Hair must be clean and neat with no unusual style and no sculpting. Only natural hair colors are allowed. Beards and/or mustaches must be kept neatly trimmed and may not be grown once employed. Bathing and shaving must be daily. Fingernails must be of such a length as to allow a complete range of action and work without worry of breakage. Only light, modest color, makeup may be worn. With the exception of ears, no visible body piercing is allowed. No visible, inappropriate tattoos are allowed.

Jewelry

Allowed jewelry is restricted as follows:

Offices and stores – one watch, one ring (or one wedding ring set), one pair stud earrings only.

Warehouse, Trucks and Trailers – one watch, one ring (or one wedding ring set) only. No other jewelry, including wallet chains, buttons and badges may be worn.

Clothing

All clothing must be suitable for your work environment, without rips, holes, excessive fading, etc. All pants must be full length. No shorts allowed.

Stores, Offices

No jeans allowed. All shirts and tops must be buttoned and worn properly (tailed shirts tucked in, etc.). No T-shirts or sleeveless shirts may be worn. No clothing, including coats and hats, may have writing or pictures except as may be provided by The Salvation Army. No dress or skirt hemline may be more than two inches above the knee when you are kneeling.

Warehouse, Trucks and Trailers

No dresses or skirts allowed. Only shoes suitable for the work environment will be allowed. No open-toed shoes allowed. Only plain, unbraided, brown or black belts may be worn. Proper work gloves will be worn when appropriate.

Uniforms

All supervisors will wear official white shirts (provided). All drivers will wear official uniforms (provided). All store employees and volunteers will wear the official smock, tunic, or vest (provided).