



ARCHDIOCESE DRESS CODE POLICY

Staff members represent the Church and should therefore dress and groom accordingly. All staff are expected to be neat and clean, maintain a professional appearance, and observe good habits of grooming and personal hygiene. Professional and conservative business attire must be worn in the archdiocesan offices, classrooms, and most other work areas. Staff members should check with the person in charge for clarification about what is appropriate in their work area.

Whether or not you are in the public eye, professional and appropriate business attire must be worn. T-shirts, tank tops, casual sandals, flip flops, shorts, sweats, torn, faded, sheer/see-through clothing, etc., is not appropriate. Jeans are not considered business/professional attire and may not be worn at any time unless your duties require you to be crawling under desks, moving equipment or materials the majority of the day or performing maintenance/custodial work. We do not have a casual dress policy or “casual days” in place. Please adhere to the dress code and always do your best to represent yourself and the Archdiocese in the best light possible

If you have any questions about this policy, contact your supervisor, manager, and/or Human Resources at (213) 637-7494.

ARCHDIOCESE DRESS CODE POLICY ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the Archdiocese Dress Code Policy of the Archdiocese of Los Angeles. I understand that failure to comply with the policy will result in disciplinary action, up to and including termination of my employment.

Any violation of this policy must be immediately reported to your supervisor, manager, and/or the Human Resources Department at (213) 637-7494.

Employee Signature

Date

Employee Name (Please Print)

Location