

## Dress Code and Appearance Policy

The focus of this policy is the appearance of employees, volunteers and interns while representing the Aquarium on or off-site. Appearance reflects the way guests view us and is a factor in determining their perception of us. The policy is not intended to be inclusive of all dress code and appearance issues. As issues arise, they will be addressed appropriately and with management discretion.

Directors will determine which category of work attire is appropriate for their staff . They will also determine the items issued and quantity for uniform staff.

The Aquarium observes two categories of work attire for employees.

Uniform Employee: Employees required to be in uniform while at work.

Office Professional Employee: Employees not required to wear uniforms at work. Office professional staff "may" wear the uniform and will be required to adhere to all uniform employee dress code requirements.



### Uniform Employee Standards

- Items that may be provided by the Aquarium to uniform employees include:
  - a. Polo shirts
  - b. T-shirts
  - c. Button-down Shirts
  - d. Sweatshirts
  - e. Jackets and rain gear
  - f. Caps
- Uniform employees are required to wear and must furnish their own:
  - Tan pants/capris, shorts, and/or skirts which must not be lower than the hips

- Skirts: length cannot be shorter than 3 inches above the knee
- Shorts: inseam must be 4 inches or more
- Due to safety concerns only close toe shoes with a secure heel are acceptable.
- The uniform shirt must be tucked in at all times.
- Uniform employees are required to wear SCA logo outerwear, if needed, while on duty.
- Uniform employees may wear SCA logo tan or navy caps, or Sea Turtle Rescue Program caps which are available for sale in the Aquarium Shop.
- Uniforms should not be worn while consuming alcohol on or off site. (Any exception must be authorized by the President / CEO)
- During pregnancy, the uniform shirt may be un-tucked. Business maternity clothes may be worn as the pregnancy progresses.

### Office Professional Employee Standards

Dress should be appropriate for the business environment. Board meetings, as well as some public events, may require more formal business attire. Use the following as guidelines:

#### **Appropriate:**

- Dresses and skirts
- Suits/Pant Suits/Ties
- Blouses and Shirts
- Jackets and Vests
- Pants and Capris
- Any type of business shoe (Staff conducting BTS tours must wear appropriate closed toe shoes.)

#### **Inappropriate:**

- Denim jeans/skirts
- Crop tops
- Spaghetti strap dresses or tank tops
- Logo apparel (Exception: SCA or brand name logo)

### Volunteer and Intern Uniform Standards

Volunteers and interns must adhere to the same standards as uniform employees with the following exceptions:

- Volunteers must purchase their first uniform shirt. Replacement shirts will be provided by the Aquarium as necessary.
- Intern uniform shirts are issued at no cost to interns.
- Additional uniform items may be purchased.
- Volunteers / interns working outside may utilize their own own neutral color outerwear

## General Appearance Standards (Employees, Volunteers and Interns)

- **Belts:**  
Belts are not required. If a belt is worn, the only logo allowable is the SCA logo.
- **Hair:**  
Must be of a natural human hair color and neatly groomed.
- **Facial Hair:**  
Beards and/or mustaches may be prohibited based on job specific safety concerns. Facial hair must be neatly trimmed.
- **Tattoos:**  
No visible tattoos which management deems to be inappropriate.
- **Jewelry:**  
Jewelry may not be exposed while diving and employees may be prohibited from wearing jewelry due to job specific safety concerns. Body piercing (ear and facial) will be addressed with management discretion

### Name Badges:

- The name badge must be worn on the upper right hand side of the chest on your outer most garment.
- If an employee is actively engaged in an activity in which the name badge may present a safety issue, an exception to wearing the badge is permissible while engaged in the activity.