

## Agenda Item 7.3

### PERSONAL APPEARANCE

~~RAILS employees are expected to maintain appropriate personal hygiene and to dress appropriately for the tasks of their position. Some departments will have different dress standards and guidelines. Please see your supervisor if you have questions regarding appropriate dress in the workplace.~~

#### 2026 Draft:

RAILS aims to maintain a professional environment that is inclusive and functional. Employees are expected to dress in a safe and appropriate manner for their specific role and work environment.

**Functional Standards:** Clothing must allow the employee to perform all job-related tasks safely (e.g., proper closed-toe footwear for delivery or facilities staff).

**Hygiene:** Employees should maintain personal hygiene that is conducive to a shared workspace.

**Prohibited Attire:** Clothing featuring language or images that are political, discriminatory, profane, or promote illegal activity is not permitted.

**Consistency:** Requirements for dress and grooming will be applied uniformly to all employees regardless of race, gender identity, religion, or disability.

If you are unsure if an item meets the functional needs of your role, please consult Human Resources or your supervisor for clarification.

**Commented [MM1]:** See: Ethics Policy

**Commented [MM2]:** Insert remote work information?  
Does this need to be separate (in terms of backgrounds, not dress)