

HOMEWOOD-FLOSSMOOR PARK DISTRICT
PROFESSIONAL IMAGE STANDARDS

All employees should demonstrate a neat and professional image as follows:

- Wear Park District identification – a uniform or a photo ID badge.
- Jeans are *only* allowed with Supervisor approval based on work assignment.
- Tank tops are not acceptable.
- Shirts are to be tucked into pants.
- Holes in clothes are prohibited.
- Hair should be neat; facial hair should be neatly trimmed.
- Visible tattoos are only allowed with supervisory approval based on job duties and work environment.
- Visible undergarments are prohibited.
- Smoking is prohibited in public buildings and outdoors in view of customers.
- Pants must fit on hips – “sagging” prohibited.
- Hats are only allowed with Supervisor approval based on work environment. They should be removed inside buildings.
- Visible body piercings, other than ears, are prohibited.
- Ear piercings may have to be removed for safety purposes or other job-related needs. No ear expanders allowed. Final approval rests with department supervisor.
- Dress standards may vary from department to department based on work environment and supervisor’s expectations.
- Personal cell phones are prohibited on the job, unless approval for usage has been given by the supervisor. This includes speaking on cell phone, texting or checking emails.
- Supervisors can decide other attire does not fit with the Professional Image Standards of the park district, if it is still considered inappropriate for work.

These Professional Image Standards also apply to orientation and any trainings.
