



ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

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SARAH HUCKABEE SANDERS
GOVERNOR

KENDALL W. PENN
RET. MAJOR GENERAL
SECRETARY

15 April 2023

MEMORANDUM FOR EMPLOYEES OF ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

SUBJECT: Arkansas Department of Veterans Affairs (ADVA) Dress Code Policy

1. ADVA Human Resources is responsible for the creation, revision, and dissemination of agency policies and procedures in order to assist in the maintenance of an effective workplace.
2. This memorandum is intended to serve as an update to the ADVA Personal Appearance Dress Code Policy and is applicable to all ADVA employees. This policy shall remain in effect until revoked or superseded.
3. Point of contact for this memo is Melissa Butler at (501) 682-1954.

A handwritten signature in blue ink, appearing to read "K. W. Penn", is written over a light blue horizontal line.

KENDALL W. PENN
MAJOR GENERAL, Retired
SECRETARY

ARKANSAS DEPARTMENT OF VETERANS AFFAIRS
Dress Code Policy

I. PURPOSE

The following establishes standards of professional dress for all Arkansas Department of Veterans Affairs (ADVA) employees.

II. POLICY

All ADVA employees are required to wear clothing that is appropriate for their job and work site. Clothing and appearance should be neat, clean, in good business taste, and must not constitute a safety hazard. ADVA is a professional organization that interfaces with other state agencies, the business community, and the public. ADVA employees must make a reasonable effort to project a professional public image.

III. DAILY DRESS CODE

When not required to be present at a high-profile meeting, ADVA employees must follow a professional dress code as outlined below. ADVA Management Staff may make exceptions for special occasions.

IV. APPROPRIATE ATTIRE

- Administrative staff at all locations may wear business casual attire, except when attending high profile meetings. Business casual attire does not mean that employees may look sloppy or unprofessional. Casual Fridays are established for administrative staff, authorizing the wearing of blue jeans.
- Employees providing direct patient care shall wear scrubs of any color and appropriate footwear (i.e., clean athletic type shoes). Employee identification badges are to be worn and visible at all times while on duty.
- Maintenance staff and other employees working in positions that require manual labor are authorized to wear jeans or other appropriate clothing, footwear, and PPE.

V. EXCEPTIONS

In the event that an ADVA employee requires an exemption to the dress code, he or she shall inform their supervisor of the need and reason for exemption (i.e., religious or medical). The employee's supervisor will then contact ADVA Human Resources Manager for further instruction and documentation.