

Louisiana Public Broadcasting Business Casual Dress Policy

Effective Date: June 15, 2022

Authorization: Executive Director Clarence "C.C." Copeland



I. Policy

Louisiana Public Broadcasting, also referred to as Louisiana Educational Television Authority (LETA), has established a business casual dress code policy. While Agency employees are not required to wear what is traditionally considered formal business attire, appropriate standards of professionalism must be followed.

Employee appearance contributes to our Agency's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by clients and customers.

Although it is impossible and undesirable to establish an absolute dress and appearance code, LPB will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her direct supervisor.

Employees are expected to present themselves in a clean, neat manner always, dressing according to the work being done and in accordance with safety rules and considerations. Workplace attire must not serve as a distraction to other employees, customers or other visitors, and may not cross the line between "**business casual**" and "**casual**".

II. Procedure

Department Heads and direct supervisors may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Reasonable accommodations will be made where required.

Business casual dress is defined as follows:

- Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops.
- Pants: Casual slacks and trousers and jeans without holes, frays, and are not faded. Examples of inappropriate pants include shorts, skorts, camouflage, and pants worn below the waist or hip line. Also, "workout attire", including sweat pants or sweat suits.

- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include beach flip-flops.
- Employees who wish to wear business suits may do so, but this level of formality is not required of Louisiana Public Broadcasting employees.

III. Questions

Questions regarding this policy should be addressed to the Human Resources Director.