



STATE OF ARKANSAS

Department of Veterans Affairs
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Asa Hutchinson
Governor

Nathaniel (Nate) Todd
Director

PERSONNEL

ADVAP 2-24

August 1, 2013

Personal Appearance/Dress Code

1. **GENERAL:** This policy is in compliance with Governor's Policy Directives and is to be applied consistently, equally and in a nondiscriminatory manner. All state employees are to use good judgment and discretion in their dress and appearance. All clothing worn by state employees should reflect the image of a professional public servant.
2. **SCOPE:** Arkansas Department of Veterans Affairs employees may wear business casual attire during regular business hours.
3. **ADMINISTRATION EMPLOYEES DRESS CODE:**
 - a. "Business casual" includes slacks, blouses, shirts with collars, and appropriate shoes.
 - b. "Business casual" does not include jeans, t-shirts, sweatpants, sweatshirts or workout attire; shorts; sheer clothing or clothing that is excessively revealing, distracting or provocative; halter or tank tops; and skirts/dresses that are excessively short; athletic shoes, sneakers, or casual sandals/flip flops.
 - c. ADVA administrators may recognize certain unique situations that require flexibility, such as allowing employees to wear jeans, t-shirts and tennis shoes for assignments involving manual labor.
 - d. "Blue Jean" Friday has been established for administrative staff. Clothing should have a good fit, pressed and in good condition, meaning that it has no fading, holes, or dangling threads, and is also wrinkle-free.

4. Each facility is to follow their specific dress code policy.

5. If ADVA employees are representing the Department at meetings, hearings, or official functions where “business casual” would be considered inappropriate, more professional attire should be worn.

By:

Nathaniel (Nate) Todd
Director

Distribution:

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