



**GEORGIA**  
DEPARTMENT OF NATURAL RESOURCES  
MARK WILLIAMS, COMMISSIONER

May 1, 2013

TO: Central Office Staff

FROM: Commissioner Mark Williams

SUBJECT: Manner of Dress

One consideration of how the public and other government employees view us is our manner of dress while we are at work. These perceptions are drawn whether we are here in the Twin Towers or representing the Department in the public forum. It has always been my belief that “first impressions are lasting impressions”.

However, I also believe we must balance comfort in the work place with the impression we want to make. For that purpose, I am slightly revising the directions I gave soon after I became Commissioner for employee manner of dress in the Central Office.

In attachment 1 you will find the requirement for Central Office employees for three different categories of dress, Business Casual Attire, Business Attire and Casual Attire. My overall expectation is always to ensure your attire is appropriate for the occasion as the requirements in attachment 1 cannot address every circumstance. However, this is how the attachment 1 requirements apply to you as a member of the Central Office Staff:

**Business Casual Attire** – is the standard manner of dress for employees working in the Central Office.

**Business Attire** – is the manner of dress required to be worn by senior staff members (see note below) during the entire period that the Legislature is in session including any special sessions. It also is to be worn by senior staff members on days in which the Natural Resources Board is meeting in Atlanta.

Any Central Office employee who represents the Department externally or at a formal internal presentation should be dressed in business attire unless it is unsuitable for the occasion. For instance, business attire would be just as inappropriate for a ceremony held outside in the summer as casual attire would be for a legislative hearing, meeting at another agency or formal briefing to the Commissioner or the Board.

**Casual Attire** – may be worn on Fridays (except for any Friday during the entire period the legislature is in session)

Note: The term senior staff, as used above, refers to the Deputy Commissioner, Executive and Deputy Executive Counsel, Director of Public and Governmental Affairs, Human Resources Director, Director of Administrative Services, Chief Accounting Officer, Chief Budget Officer, Chief Procurement Officer, Chief Information Technology Officer, Chief of Engineering/Construction Services and the manager of the Real Estate Unit. For the purpose of these guidelines, it also refers to those support staff whose work location is in the Commissioner's office suite. Also, members of the senior staff, on days when they are attired in Business Casual Attire, are expected to have readily available the clothing required to change into Business Attire when required.

Additionally, I have attached a second sheet (attachment 2) that lists what I consider to be common appearance and personal standards for any DNR employee. I expect you as Central Office staff to fully adhere to these standards. These standards will also be distributed to the Division Directors for their use as needed.

The information contained in this memo and in attachments 1 and 2 provides realistic dress requirements for Central Office staff and I expect the standards to be carefully observed. Remember that you represent DNR at all official functions that you attend. I expect your manner of dress to always be appropriate for the occasion.

Should you have any questions, contact HR Director Jim Laine.

2 attachments

**Attachment #1  
Attire Standards  
May 1, 2013**

**Business Casual Attire**

Men

Slacks such as khaki pants, corduroy pants,  
or Docker-style pants. (No denim)  
Shirts with collars, including banded collars  
Polo shirts  
Collared DNR logo shirts  
Turtleneck shirts  
Sweaters  
Vests  
Boots  
Loafers  
Lace-up/oxfords-style casual shoes

Women

Casual shirts  
Blazers  
Skirts  
Slacks such as khaki pants,  
corduroy pants, or Docker-style  
pants. (No denim)  
Casual blouses  
Polo shirts  
Collared DNR logo shirts  
Turtleneck shirts  
Sweaters  
Vests  
Boots  
Dress sandals  
Loafers  
Lace-up flats

**Business Attire**

Men

Business suits  
Sport coats/blazers and coordinating dress slacks  
Dress shirts with collars  
Ties  
Dress shoes/boots

Women

Business suits  
Dresses  
Dress skirts  
Dress slacks  
Dress blouses  
Dress shoes

**Casual Attire**

Men

Slacks  
Collared shirts (including DNR logo shirts)  
Knit shirts with or without collars  
Denim pants that have no holes, patches, or frays  
Deck shoes – No “flip flops”

Women

Dresses, skirts, or slacks  
Collared shirts (including DNR  
logo shirts)  
Knit shirts with or without collars  
Denim pants that have no holes,  
patches, or frays  
Deck shoes – No “Flip Flops”

## **Attachment #2**

### **DNR ATTIRE AND PERSONAL APPEARANCE STANDARDS**

5-1-2013

#### **Dress Code**

Employees are not permitted to wear the following items at any time while at work or representing their agency:

Clothing with the name of vendors, contractors or suppliers;

Clothing with low necklines or clothing that reveals undergarments, midriff, or back, or exposes legs more than two (2) inches above the knee;

Ill-fitting clothing;

Clothing that may reasonably be considered offensive, discriminatory, harassing, or inflammatory;

Hats or other head coverings that are not a part of a uniform, unless required for safety, medical, religious, or other business reasons; and

Clothing that is too casual (sweat suits, halter tops, leggings, flip flops, slippers, or spandex).

Employees who are issued uniforms are expected to be dressed neatly every day:

A clean uniform should be worn every day. Uniform shirts are to be neatly tucked into pants at all times;

Appropriate DNR logo hats are the ONLY caps authorized for wear with the uniform; and

Employees should change out logo hats when necessary to keep a clean and professional appearance at all times.

#### **PERSONAL APPEARANCE**

Accessories, including body piercing jewelry, are not permitted if they are unsafe for the work setting, disruptive in the workplace, or detract from the professional image.

Tattoos that can be reasonably perceived as offensive, harassing, discriminatory, or inflammatory, or that otherwise detract from the professional image must not be visible.

Hair styles that are unsafe for the work setting, disruptive in the workplace, or detract from the professional image we present to customers, are not permitted.

Fingernails should not be so excessively long that they hinder safe, accurate and efficient job performance.

Notes:

1. Employees may be required to change inappropriate clothing. A determination will be made based on health and safety, customer contact, complaints received, and history of prior dress code/appearance violations.
2. At the discretion of the supervisor, time away from work in order to change clothes/correct policy violations can be made up during the same seven (7) day work week, charged to accrued annual leave, personal leave, or compensatory time, or charged as leave without pay.
3. Managers may revoke casual day privileges, in whole or in part, for their units or for specific employees for business reasons or in response to repeated dress code/appearance violations.